

Request Form for a Parish Activity/Meeting(s)

Ministry:

Person Filling Out This Form:

Phone:

Email:

Activity Description:

Meeting Frequency (please circle) **Once** **Weekly** **Monthly** **Yearly**

Proposed Meeting Date(s): _____ Time: _____ am / pm

Anticipated Set-up Time: _____ Estimated Number of People: _____

Space Requested (circle preference) **Cullen Hall** **Meeting Room** **Atrium**

Table Type (circle preference) **Round** **Rectangle**

ATRIUM is 1 st come, 1 st serve, no more than 2 groups at a time

Do you need use of the kitchen: **YES** **NO** If **Yes**, you, or someone from your group, must meet with one of our kitchen coordinators prior to the event.

Do you require kitchenware? **YES** **NO** If **Yes**, circle: **large plates** **small plates** **napkins**
cups **plastic silverware**

Any need for AV equipment? **Projector** **TV** **Microphones** **Big Screen** **Podium** **other**

Please note: If Cullen Hall is needed for a post-funeral luncheon some adjustments may be required for your event setup.

For staff use: Date received: _____ by _____

Date approved: _____

Leader notified of approval: Date _____ by _____