

# St. Ladislav Facility Request

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Ministry: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Recurring? (circle): Yes No If recurring, how often? (circle): Weekly Monthly Yearly

Recurrence Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ am/pm

Event End Time: \_\_\_\_\_ am/pm

Day of Event Set-up Time\*\*: \_\_\_\_\_

Estimated Number of People: \_\_\_\_\_

Space Requested (check preference):

☐ Cullen Hall

☐ PC 1&2 (OR if unavailable PC 3&4)

☐ Blessed Virgin Mary Conference Room

☐ St. Joseph Conference Room

☐ Atrium

☐ Church/Chapel

Appliances Requested: \_\_\_\_\_

Kitchenware Requested: \_\_\_\_\_

AV Equipment Requested: \_\_\_\_\_

**Please submit your room set-up plan on the back of the facility request form.**

**Kindly submit room set-ups at least 2 weeks prior to event.**

\*\*Please note: Requests are subject to availability. If Cullen Hall is needed for a funeral luncheon, adjustments may be required for your event or event set-up. Entire requested set-up time is not guaranteed.

## For Office Use:

Date Received: \_\_\_\_\_ by \_\_\_\_\_

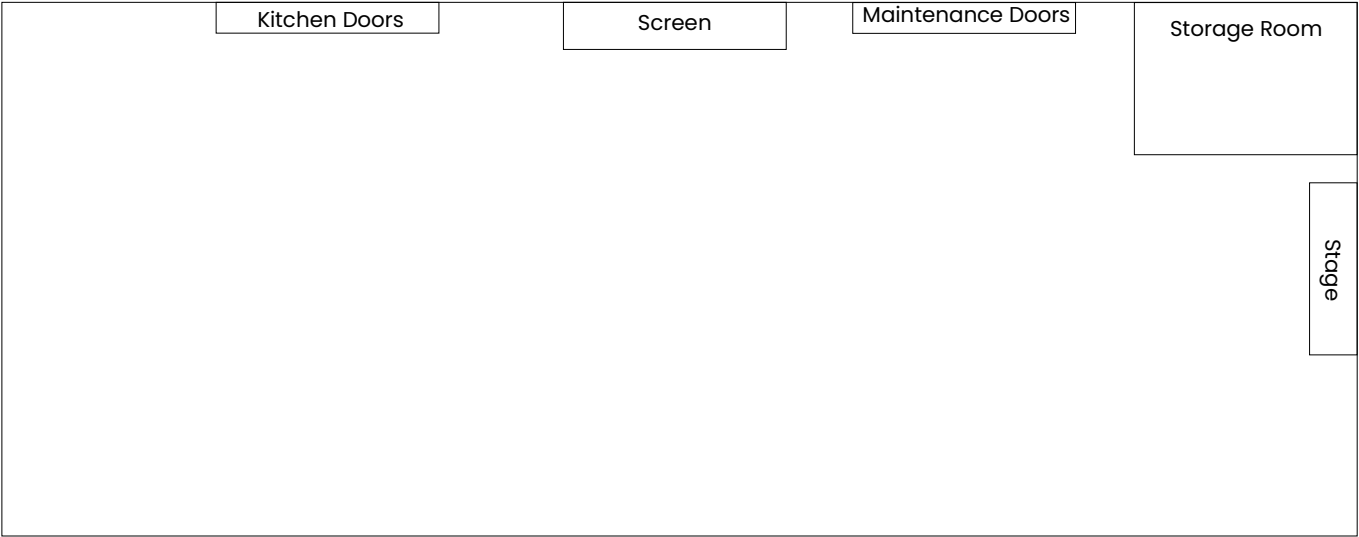
Date Approved: \_\_\_\_\_

Leader Notified: \_\_\_\_\_ by \_\_\_\_\_

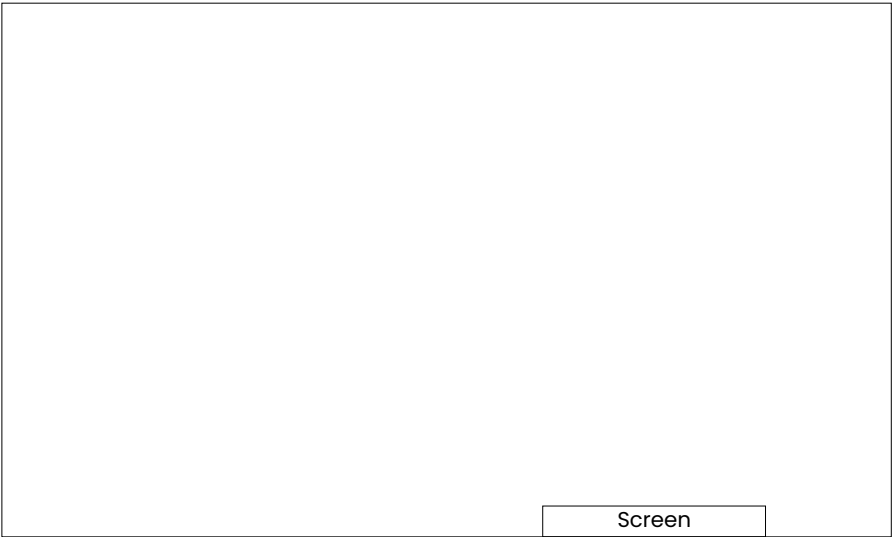
Notes: \_\_\_\_\_

☐ **Cullen Hall**

☐ **Donut Sunday Set-up**



☐ **PC 1&2**   **OR**   ☐ **PC 3&4**



☐ **Atrium**

