

# ST. PAUL of TARSUS

## FACILITY/CALENDAR REQUEST

<b>Requestor</b>	Today's Date: _____ Group Name: _____ Requested by: _____ Phone number: _____ E-mail address of requestor: _____
<b>Event</b>	Event / Activity: _____ Event date: _____ Start time: _____ End time: _____ Number of attendees: _____ Date(s) to be announced at Mass: _____
<b>Room / Area</b>	<input type="radio"/> Gathering space <input type="radio"/> Church <input type="radio"/> Library <input type="radio"/> Classroom(s) #'s _____ <input type="radio"/> Conf Room #1 <input type="radio"/> Social Hall <input type="radio"/> Multi-purpose A <input type="radio"/> Outside grounds <input type="radio"/> Conf Room #2 <input type="radio"/> Kitchen <input type="radio"/> Multi-purpose B
<b>Room Set-Up</b>	Number of tables/chairs/configuration: _____           

Please complete form, print and turn in to Parish Office.

OFFICE USE ONLY			
Staff Rep Approval: _____	Date: _____	Maintenance Copy: _____	
Recorded on: _____	By: _____	Announcement Copy: _____	
Date			