

**Facilities Request Form for a Parish Activity/Meeting(s)**

(9/1/24)

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

Person Filling Out This Form: \_\_\_\_\_

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

Activity Description: \_\_\_\_\_  
\_\_\_\_\_

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

Meeting Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Anticipated Set-up Time: \_\_\_\_\_ Estimated Number of People: \_\_\_\_\_

Space Requested (circle preference) **Cullen Hall P/C Rooms 1 & 2 Conference room Atrium**

Set up choices for P/C 1 & 2 or Cullen Hall: **Check box on reverse side of this form**

Use Appliances? **YES NO stove dishwasher refrigerator freezer**

Need Training? **YES NO** If yes, *Jeff Furry will contact you prior to your event.*

Kitchenware? **YES NO large plates, small plates, bowls, napkins, hot cups, cold cups, silverware**

Need help locating kitchenware? **YES NO** If yes, *Martha Bober will contact you prior to your event.*

AV Equipment? **projector TV microphones big screen podium other \_\_\_\_\_**

*\*\*If Cullen Hall is needed for a post-funeral luncheon, adjustments may be required for your event setup.*

-----  
**For staff use:** Date received: \_\_\_\_\_ by \_\_\_\_\_

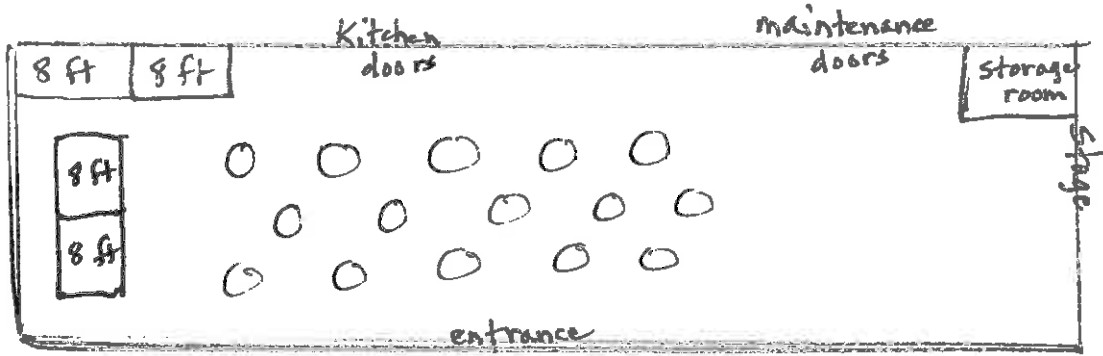
Date approved: \_\_\_\_\_

Leader notified of approval: \_\_\_\_\_ by \_\_\_\_\_

Parish Center Rooms 1 & 2 (off of atrium)

Preferred type of tables: Round or Rectangle

Cullen Hall setup (like Donut Sunday setup)



Cullen Hall special setup - Draw a diagram

