

ROOM CHOICE FORM

Ministry

Name of meeting or event _____

Date of meeting or event _____

Actual Start time _____ End _____

Set up time 15 min. 30 min. 45 min. 60 min.

Clean up 15 min. 30 min. 45 min. 60 min.

Contact _____

Phone _____

E-Mail _____

Reoccurring dates, weekly, monthly,

Todays Date _____ Number Attending _____

Number of Minors under 21 attending _____

Will alcohol be consumed by adults yes no

Will food be served yes no

Description of event or meeting _____

Indicate Top 3 Room Choices

Choice

1st 2nd 3rd Parish Office Center

Loughry Room

Emmaus Room

St. Joseph Room

Fr. Ivers' Room

Cana Room

Kitchen

Koenig Center

Entire Koenig Center

Carpet Only

Tile Side Only

Kitchen Only *

Church

Church Only

Entire Narthex

Narthex West Side

Narthex East Side

200 Building

Lower Level

Choice

1st 2nd 3rd Formation Center

Room C (middle room)

Room D (closest to rear lot)

Teen Center

Approval by Youth Minister

Meeting Room

School Building

Classrooms

Gym

Gym Foyer

Tent 1 North

Tent 1 South

Maintenance Shop

Approval by Facilities Manager

Maintenance Shop

* Requires approval from staff lead if the Koenig Center carpet and/or tile side has been previously reserved by a different ministry.

Complete form and send to staff lead for approval.