Scheduling Request Form

**ATTENTION:**

- The parish maintenance will make every effort to have the meeting set up as requested.
- Confirmation email or call will verify facility scheduled.
- Please return facility key within 3 days.
- If you have scheduled an event and want to change dates/time, please include event name, dates & time that the reservation was scheduled.
- **Servant Hall takes priority for Funeral Receptions and Liturgical Events, be aware that you may get transferred to another facility if needed**
- If a date requested have different times than others please specify

* = must fill out information

*Today's date: ___________________  *Event Name: (Be Specific) ________________________________

*Organization: ____________________________________________________________

*Person leading the event: ___________________________  *Phone: ___________________________  *Cell: ___________________________

*Person submitting form: ___________________________  *Phone: ___________________________  *Cell: ___________________________

*Leader E-mail: ___________________________  *Submitter E-mail: ___________________________

*What facility do you wish to use? _____________________________________________

*Second Choice? _____________________________________________

*What Dates? (Please be specific [mm/dd/yy]) _______________________________________

*Time of event? Beginning: ________ (AM) (PM)  *Ending: ________ (AM) (PM)

*Setup/preparation time: ________ (AM) (PM)  *Cleanup end time: ________ (AM) (PM)

*Number of people expected? ________________________________________________________

*Requirements (tables, chairs, etc.) ________________________________________________

*Room Arrangement (please describe setup or attach drawing) ______________________________

Remarks: ___________________________