



700 West Bridge Street, Wausau, WI 54401 • 715-849-3930 • stanneswausau.org

REOCCURRING EVENTS SPACE REQUEST “NO SETUP” – PARISH & SCHOOL RELATED EVENTS (non-rental)

Event Name: _____*

Purpose of event: _____*

What organization is your event related to: ____ Parish* or ____ School*

Date(s) of Event (MM/DD/YY) *	Access Time for Set-up/Tear down*	Event Begins/ Event Ends*	Room Requested*	Attendance Anticipated*
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____

-Please note additional dates on back side.

Contact Information

Group/Organization Name: _____*

Name of contact: _____* Position: _____*

Email: _____* Phone: _____*

Request Guidelines – See section 3 of the Building Use Policy for further details

- ✎ Room(s)/Space will be assigned according to the expected attendance you’ve noted, building efficiency, and existing equipment in the room. (ie: tables, chairs, microphone, piano, etc...)
- ✎ Reservation of room(s)/space are subject to change based on Parish and staff availability.

Office use only
Date Received: _____ Approved: _____ Copied Building Mgr: _____ Denied: _____

* = Fields must be completed to before submitting to the Parish Office.

Additional date lines for those regularly occurring events:

Date(s) of Event (MM/DD/YY) *	Access Time for Set-up/Tear down*	Event Begins/ Event Ends*	Room Requested*	Attendance Anticipated*
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____
21. _____	_____	_____	_____	_____
22. _____	_____	_____	_____	_____
23. _____	_____	_____	_____	_____
24. _____	_____	_____	_____	_____

To all St. Anne Parish Groups who have reoccurring events throughout the year:
Reoccurring event requests need to be submitted for approval/scheduling before June 1st so the facility calendar can be finalized by July 1st.

* = Fields must be completed to before submitting to the Parish Office.