



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

REOCCURRING EVENTS SPACE REQUEST - SAME SETUP (for all events listed on request)
PARISH & SCHOOL RELATED EVENTS (*non-rental*)

Event Name: _____*

Purpose of event: _____*

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

Contact Information

Group/Organization Name: _____*

Name of contact: _____* Position: _____*

Email: _____* Phone: _____*

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

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

- ✎ For regularly scheduled parish or school meetings of groups and organizations that require additional setup to an existing space.
- ✎ **The setup drawn below will be the same setup used for all the date(s) listed on this request. If any dates require a different setup or space you will need complete a new form for that date.**
- ✎ 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.

