

One-Time Room Use Request Form



Date of Request _____

Contact/Responsible Person _____

Phone Number _____ Email _____

Group Name _____ Number of Attendees _____

Table Set-up Needed for Walsh Palmetto Room ____ Yes ____ No

Event Date _____ Day of the Week _____

Event Start/End Times _____

Set-up Time _____ Clean-up Time _____

Facility/Room Key

Please mark the box next to the facility you would like to request.

- Walsh Palmetto Room
- Social Hall
- Kitchen

St. John Neumann Wing

- Mary Queen of Peace
- St. Monica
- St. Juan Diego
- St. Clare
- St. Francis of Assisi

_____ ◆ _____

- School Library
- Church

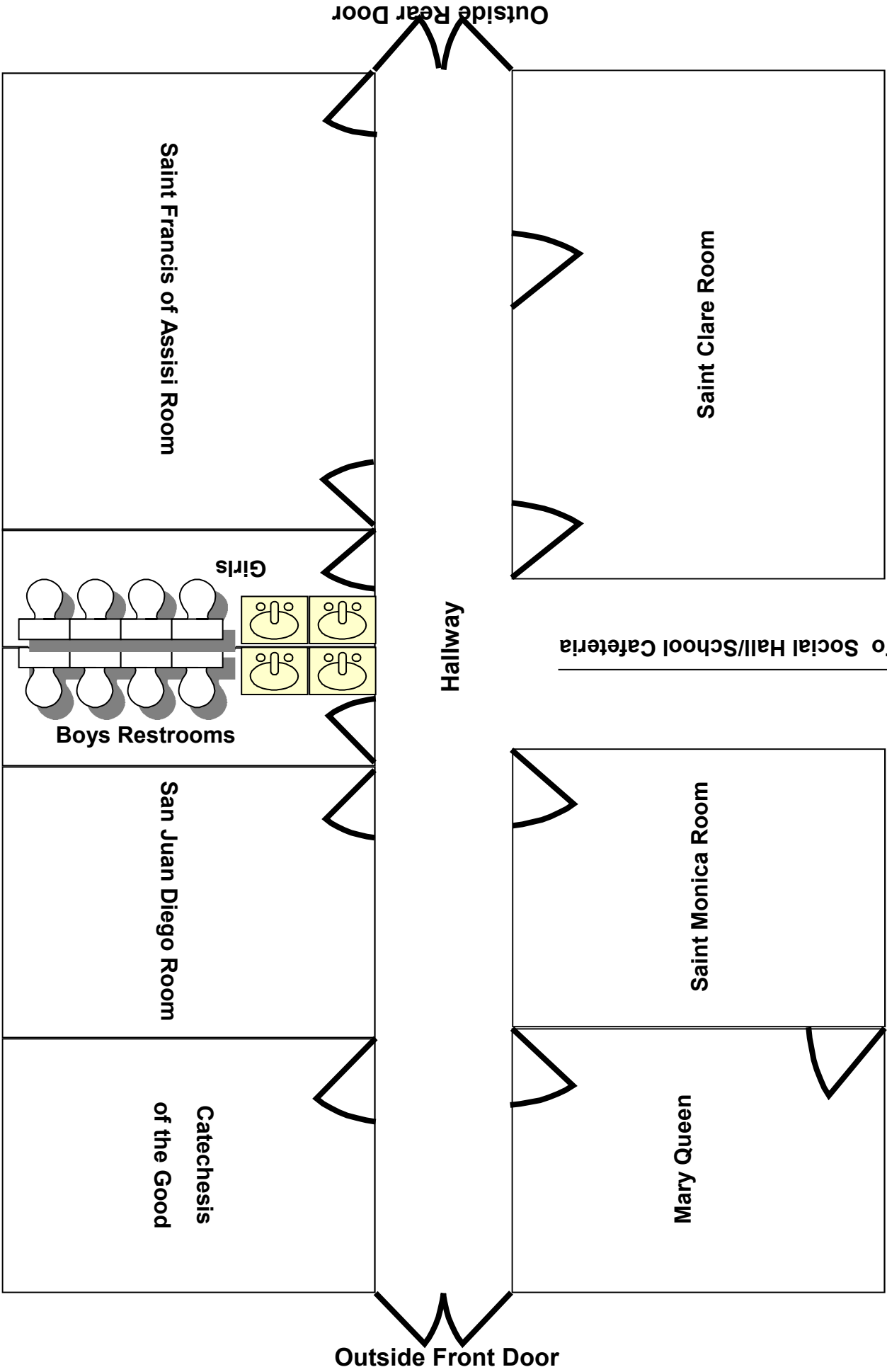
Please use the space below to sketch a set-up diagram, indicating number of tables, chairs, trash containers, etc. that will be needed.

Office only:

Initial Form Processed _____

Date _____

Email or fax the completed form along with any set up instruction to Karen Widenhouse at kwidenhouse@stpeters-church.org or fax number 522-0667. Please note when the campus is closed due to a holiday, there will be no facilities scheduled.



Adult Education Wing