St. Paul’s Space Use Request Form

Name of Group: ________________________________________________________________

Contact name & number: ________________________________________________________

Date space is needed: __________ Anticipated attendance: ________________

Start time: ___________ End time: ___________ Set-up time required: ______________

Recurring event? _______ If yes, what is frequency of meetings? ____________________

Type of event (meeting, reception, presentation with speaker, etc.): __________________

Preferred location: ____________________________________________________________

Special set-up requests (audio/visual needs, number/size of tables, easels & newsprint, extension
  cords, preferred layout, etc): _________________________________________________

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Beverage requests (for larger group events): _________________________________

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Food service set-up requests (plates, glasses, cutlery, etc) Please refer to Use of Space Guidelines
  which can be found on the church website or in the parish office:

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