

St. Paul Room Reservation Request

Activity/Event Name: _____

Activity/Event Date: _____

(please print)

Room(s) requested (please indicate first choice/second choice):

- | <u>Church</u> | <u>Parish Office</u> | <u>School Building</u> | <u>Parish Activities Center</u> |
|---|--|---|------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Rm. 1 – Lower Level | <input type="checkbox"/> MPR | <input type="checkbox"/> Main Area |
| <input type="checkbox"/> Angel Room | <input type="checkbox"/> Rm. 2 – Lower Level | <input type="checkbox"/> MPR Kitchen | <input type="checkbox"/> Breezeway |
| <input type="checkbox"/> Parlor 1 <input type="checkbox"/> Parlor 2 | <input type="checkbox"/> Rm. 3 – Lower Level | <input type="checkbox"/> Gym | |
| <input type="checkbox"/> LL Rm. 1 <input type="checkbox"/> LL Rm. 2 | | <input type="checkbox"/> Miller Hall | |
| <input type="checkbox"/> LL Rm. 3 <input type="checkbox"/> LL Rm. 4 | | <input type="checkbox"/> Media Center (library) | |
| <input type="checkbox"/> St. Peter's Rm. <input type="checkbox"/> Upper Level Kitchen | | | |
| <input type="checkbox"/> Lower Level Kitchen | | | |

Approx. number of people attending the event: _____ Please indicate any special room requirements or set up needs such as the number of tables and chairs needed: _____

Activity Start Time: _____ am/pm Activity End Time: _____ am/pm

If recurring event: recurs (circle one) daily / weekly / biweekly / monthly / bimonthly

 for _____ # of occurrences **OR** Ending date _____

For weekly/biweekly list day of week: _____

For monthly/bimonthly list day or type: _____

Exceptions: Will not be meeting on the following dates (e.g., holidays, school breaks, etc. – list below):

Time needed for Setup: _____ minutes Time needed for Cleanup: _____ minutes

Contact Person: _____ Contact Phone #: _____

Contact Email Address: _____

If you have any questions or need additional information, please contact Pat Kitzler in the Parish Office at: patk@stpacc.org or 614-882-2109. If you would like to have your event noted in the church bulletin, please contact Dee Shomo in the Parish Office at stpaulchurch@stpacc.org or 614-882-2109.

Rules and Procedures for Room Usage at St. Paul Parish:

It is the responsibility of each group to restore the room to its original condition upon conclusion of the meeting. Garbage should be bagged and placed in the outside dumpsters. Recyclable items should be placed in the appropriate receptacle. Carpets should be vacuumed if needed. Food is not to be taken into any meeting room without prior approval from Deacon Dean Racine, Director of Parish Administration. I understand these requirements and agree to them:

(Name)

(Date)