

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.): _____

Beverage requests (for larger group events): _____

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:*
