



ONE-TIME ROOM USE REQUEST FORM

Please print the following information:

Date of Request _____
Contact/Responsible Person _____
Phone Number _____ **Email** _____
Group Name _____ **Number of Attendees** _____
Table Set-up Needed ____ 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.

- Adult Education
- Nursery
- Walsh Palmetto Room
- Church (Needs Father's Approval)
- School Library
- Music Room
- Art Room
- Kitchen
- Other _____

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

Please indicate the advertisement (if any) requested. Request must be no less than two weeks in advance.

- after Mass set-up
- bulletin article

Email or fax the completed form along with any set up instructions to Cecilia Collins at ccollins@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.