

St. James the Apostle Catholic Church

Meeting & Event Space Request

Ministry Name: _____

Contact Person: _____

Contact Number: _____

Email: _____

Event: _____

Date Submitted: _____

Requested Space:

_____ Large Classroom (Quad)

_____ Double Room

_____ Small Classroom

_____ Parish Hall

_____ Kitchen

_____ Pavilion

Will you need to use any type of equipment below?

_____ Sound Box & Microphone

_____ Computer (Quad Only)

_____ Television Screen (Rooms 210, 213, 214 Only)

_____ DVD Player (Rooms 210, 213, 214 Only)

_____ Table Cloths

(continued back)

Dates and Time Requested

The policy for reserving meeting and event space is to schedule your August through December dates on one form and schedule January through July dates on a separate form. This allows us to keep your requests with the proper calendar year. We cannot guarantee you will receive the dates, times, or spaces requested. Every effort will be made to honor your exact request; and, if adjustments are necessary, we will contact you.

Date Requested[illegible]

Time Requested

[illegible]