

LAYOUT FOR THE METZGER ROOM (West Campus)

Office Use:

Note: Below is the usual setup. All tables and chairs are on wheels and easily movable. Maintenance does not set-up.

Date Received: _____
To Maintenance: _____
To Jerry: _____

This form MUST BE IN Parish Office TEN (10) days before event! FAX 4198-882-5235 OR EMAIL TO bthomas@stjoesylvania.org AND ksoldner@stjoesylvanania.org

The Metzger Room accommodates 24. No microphone connection.

Date: _____ **EVENT:** _____

Contact Person and Ministry _____

EMAIL _____ **Phone**
_____

Other: _____
