

# St. Aloysius Parish Room Reservation Form

Room Requested (Circle)	Write in Date  Circle Day/s	Set Up Time	Meeting Time (Beginning - End)	Clean Up Time
<b>Stapleton Hall Both A and B</b>  <span style="color: green; font-weight: bold;">A only</span>	<b>Date:</b>  M TU W TH F SA SU			
<b>Stapleton Hall B only</b>	<b>Date:</b>  M TU W TH F SA SU			
<span style="color: orange; font-weight: bold;">Maple Street Room</span>	<b>Date:</b>  M TU W TH F SA SU			
<b>Name other room:</b>  <div style="border: 1px solid gray; height: 15px; width: 100%;"></div>	<b>Date:</b>  M TU W TH F SA SU			

Person/Group reserving space: \_\_\_\_\_

Phone #/ E-Mail: \_\_\_\_\_

Name/ Type of Event: \_\_\_\_\_

Will kitchen be used? Yes \_\_\_\_\_ No \_\_\_\_\_ Name of Caterer \_\_\_\_\_

Please describe (or draw) room set-up with items needed for event. Example: Type and number of tables, number of chairs, etc (example: 1 round table w/ 8 chairs, 2 rectangular tables, no chairs)

Listed on Website as: \_\_\_\_\_ Do not put on website \_\_\_\_\_

Listed in Bulletin as: \_\_\_\_\_ Do not put in bulletin \_\_\_\_\_

Is this Room Reservation Form New / Revised? If revised, original date: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

(2014-15)