

St. Aloysius Parish Room Reservation Form

(Circle) Room Requested	Write in Date Circle Day/s	Set Up Time	Meeting Time (Beginning - End)	Clean Up Time
Stapleton Hall Both A and B A only B only	Date: M TU W TH F SA SU			
Maple Street Room	Date: M TU W TH F SA SU			
Youth Rm Class Rm Sitting Rm Gym Other:	Date: M TU W TH F SA SU			
Church Chapel Choir Rm Quiet Rm	Date: M TU W TH F SA SU			

Reservationist, phone #, e-mail, name 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, list original date: _____

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DATE SUBMITTED: _____

(2015)