

**BLESSED SACRAMENT ROOM REQUEST**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization/Event \_\_\_\_\_

Daytime Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date Room is needed \_\_\_\_\_

Time Room is needed (set up & clean up): from \_\_\_\_\_ to \_\_\_\_\_

Time of event: from \_\_\_\_\_ to \_\_\_\_\_

Size of Group \_\_\_\_\_

**SET UP**

\_\_\_\_\_ Tables (Round or Rectangle)

\_\_\_\_\_ TV/VCR

\_\_\_\_\_ Chairs

\_\_\_\_\_ DVD

\_\_\_\_\_ Microphone

\_\_\_\_\_ Overhead Projector

\_\_\_\_\_ Podium

\_\_\_\_\_ Screen

Special Request \_\_\_\_\_  
\_\_\_\_\_

I have read the document "Use of Parish Facilities" and I agree to the General Guidelines. Yes \_\_\_\_\_

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***For Office Use Only:***

MCC Insurance: \_\_\_\_\_ Needed

\_\_\_\_\_ Received

Room Assigned \_\_\_\_\_

Date Called \_\_\_\_\_

By \_\_\_\_\_