

FACILITIES SCHEDULING FORM

(For Parish Meetings/Events, Audio/Visual Equipment, Brown Door Entrance,
Sandwich Board Advertising)

Name of Organization: _____

Facility Requested: _____

Event Name: _____

Event Date (indicate whether a one-time event or recurring):

Event Start Time: _____ **End Time:** _____

Addl. Mins. /Set-up _____ **Addl. Mins./ Clean-Up:** _____

Event Contact: _____

Contact's email address: _____

Contact's Phone number: _____

Approximate number of people attending: _____

***Set-up requirements:**

**Room set-up diagrams are to be completed and returned to the Maintenance Dept. at least 48 hours in advance of your event. All room set-up diagrams can be located at our website (www.stmaryhudson.cc) under "Parish Forms" or can be completed at the parish office during regular office hours.*

Please list any audio/visual equipment you require:

Email this form to Polly Wise, pwise@stmaryhudson.cc and
Jane Sabol, jsabol@stmaryhudson.cc

*Please contact the front office immediately if you cancel or make changes regarding
your scheduled event as these cancellations/changes
affect many levels of parish scheduling.*

Notes: