

# **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](http://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](mailto:pwise@stmaryhudson.cc) and  
Jane Sabol, [jsabol@stmaryhudson.cc](mailto: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:**