

FACILITIES SCHEDULING FORM

(For Parish Meetings/Events, Bulletin Inserts, Narthex Monitors,
Audio/Visual Equipment)

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: _____

Preliminary Set-up requirements*:

(Approximate number of chairs, number and type of tables):

**A complete room set-up diagram is to be filled out and given to Maintenance at least 48 hours in advance of event. (Room set-up diagrams available in parish office)*

Please list any audio/visual equipment you require:

E-mail this form to Polly Wise, pwise@stmaryhudson.cc and
Noreen Feldman, nfeldman@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.

Facility Scheduling requests will be approved by the Pastoral Staff.