

Calendars: Parish CF School Stewardship Fundraising Athletic

MEETING ROOM RESERVATION FORM

Contact person, email address & phone no.

Name of committee, ministry or group:

Event and/or subcommittee (Workcamp Prep Team, Los Toros Beca, etc.)

Requested Room(s) to Reserve:

Reserve Portable Interactive Monitor (PIM)

Reserve Portable Interactive Monitor (PIM) with Laptop Computer

If requesting multiple rooms, list the room you would like the PIM in:

Meeting Date(s): *list all*

Start Time

End Time

a.m. / p.m.	a.m. / p.m.
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Submitted by: _____ **Date:** _____ **Time:** _____

**Return this form to Parish Secretary for event scheduling.
Room Set Ups (If Required):
A blue set up request form should be filled out and given to
Custodian at least 10 days prior to event.**

Entered By/Date: _____

Revised 9/2017