

St. Eugene Room Request Form
(Form will not be accepted without complete information)
ALL FACILITIES ARE SMOKE FREE
Please bring forms to Parish Office or Fax (751-8722)

Today's Date _____

Organization or Group requesting Facilities _____

Parish Group (Y/N) _____ School Group (Y/N) _____ Outside Group _____

Number of People Attending event (example: 5 to 10) _____

Name of Contact person requesting Facilities _____
(Person booking facilities must be in attendance for the Meeting requested)

Contact numbers: Home _____ Work _____ Cell _____

Date of Event Mo/Day/Year _____ to Mo/Day/Year _____

Set-up time _____ Clean-up time _____ If yes, how much time is needed to set-up or
clean-up _____ both _____

Meeting of Event Starting Time (actual) _____ Ending Time (actual) _____

One time Event(Y/N) _____ or will this be a Monthly Event _____
(Monthly Events do not always have the same room as requested each month)

Equipment Needed for Meeting or Group No equipment needed _____

Round tables _____ # Long tables _____ # Chairs _____ #

Dry Erase Board _____ TV/DVD Player _____

Other special item (Nursery) _____

All Room Requests will only be accepted on this Form
No Emails or Phone Calls Please!