

**FOR OFFICIAL USE ONLY**

Available: \_\_\_\_\_

Entered: \_\_\_\_\_

Mainten: \_\_\_\_\_

**REQUEST FOR USE OF FACILITIES  
ST. ELIZABETH SETON CATHOLIC PARISH**

TODAY'S DATE: \_\_\_\_\_

NAME & PHONE  
OF REQUESTOR: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_

- SPACE REQUESTING:
- |  |   |
|--|---|
| <input type="checkbox"/> CHURCH                | <input type="checkbox"/> Dcn TONE RM      |
| <input type="checkbox"/> SETON HALL            | <input type="checkbox"/> MT. CARMEL RM    |
| <input type="checkbox"/> USE OF GAS OVENS      | <input type="checkbox"/> KITCHEN          |
| <input type="checkbox"/> USE OF ELECTRIC OVENS | <input type="checkbox"/> Dcn WOOD LIBRARY |
| <input type="checkbox"/> COURTYARD             | <input type="checkbox"/> VESTIBULE        |
|  | <input type="checkbox"/> LOURDES RM       |
|  | <input type="checkbox"/> FATIMA RM        |
|  | <input type="checkbox"/> GUADALUPE RM     |

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**NOT FOR PUBLICATION; DURATION OF EVENT:**

\_\_\_\_\_ TO \_\_\_\_\_ (HOURS FOR SET UP \_\_\_\_\_ HOURS FOR CLEAN UP \_\_\_\_\_)

\*\*\*\*\*

PARKING LOT LIGHTS REQUIRED: \_\_\_\_\_

GROUP USING SPACE: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

NUMBER OF PEOPLE  
EXPECTED TO ATTEND: \_\_\_\_\_

**YOU are  
responsible for  
turning the lights  
off when you  
leave the room  
you're using!**

- SETUP NEEDED FOR EVENT:
- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> TABLES  | <input type="checkbox"/> CHAIRS              |
| <input type="checkbox"/> EASEL   | <input type="checkbox"/> MICROPHONE          |
| <input type="checkbox"/> LECTERN | <input type="checkbox"/> OTHER: GIVE DETAILS |

PAPER PRODUCTS REQUIREMENTS:

PLEASE NOTE: IF YOU HAVE AN EVENT THAT REQUIRES SPECIAL SETUP YOU WILL NEED TO TALK WITH MAINTENANCE ABOUT IT. CHANGES AFTER THE ORIGINAL REQUEST MUST BE MADE AT LEAST 3 WORKING DAYS BEFORE SCHEDULED EVENT.

APPROVED: \_\_\_\_\_  
KAREN SEIDELL

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