

Room Request Reservation Form – St. Anthony on the Lake

This is a request for space and subject to Parish Leadership Team Approval.

Requested By:	Today's Date:
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Name of Event - as it should appear on the calendar	# Attendees:
Sponsoring Department/Organization:	Person Responsible:
Event Description:	Email:
	Phone:
Event Type: (check one) <input type="checkbox"/> External – open, please promote <input type="checkbox"/> Internal – closed, do not promote	

Event Date <small>(include recurrences)</small>			Event Time <small>(actual event start and stop)</small>		Reserved Time <small>(includes set up & tear down)</small>	
Month	Day	Year	From	To	From	To

Room Set Up

- ☐ No help needed – group will set up the room.
- ☐ Have Maintenance set up before the event.

How Many?	How to Arrange:
Tables	
Chairs	
Other	
Please add details or attach a diagram to your request.	

SPACES You Are Requesting:

- | | | |
|---|--|---|
| <input type="checkbox"/> Parish Life Center (PLC)
<input type="checkbox"/> PLC – Kitchen
<input type="checkbox"/> PLC - Room A
<input type="checkbox"/> PLC - Room B
<input type="checkbox"/> PLC - Room C | <input type="checkbox"/> Fellowship Hall (FH)
<input type="checkbox"/> FH - Room A
<input type="checkbox"/> FH - Room B
<input type="checkbox"/> FH - Room C
<input type="checkbox"/> FH - Room D | <input type="checkbox"/> FH - Room E
<input type="checkbox"/> FH - Room F
<input type="checkbox"/> FH - Room G
<input type="checkbox"/> FH – Kitchen |
| <input type="checkbox"/> St. Anthony Hall (SAH)
<input type="checkbox"/> Church (CH)
<input type="checkbox"/> Parish Conference Room (CR) | <input type="checkbox"/> Daily Mass Chapel
<input type="checkbox"/> Fireplace Lounge (FL)
<input type="checkbox"/> Faith Formation Resource | <input type="checkbox"/> Gathering Space (GS)
<input type="checkbox"/> Childcare
<input type="checkbox"/> Faith Formation Meeting Room |

Which doors do you need unlocked?

- ☐ Church Main Entrance
- ☐ Interior Upper
- ☐ Interior Tunnel
- ☐ Gym Entrance
- ☐ School Entrance
- ☐ Other

Promotion: Email content to Communications@StAnthony.cc or phone parish office.

- | | |
|---|---|
| <input type="checkbox"/> Bulletin (Lisa Diebold)
<input type="checkbox"/> Facebook (Ben Brzeski)
<input type="checkbox"/> Website (Lisa Diebold) | <input type="checkbox"/> Pulpit Announcement (Ben Brzeski)
<input type="checkbox"/> Mass Announcement/Blessing
(Laura Smyczek or Kris Ponzi)
<input type="checkbox"/> Email Newsletters (Laura Smyczek) |
|---|---|

Technology Needed:

Email technology@stanthony.cc to confirm plans.

- | | |
|---|--|
| <input type="checkbox"/> Microphone
<input type="checkbox"/> Laptop
<input type="checkbox"/> Speakers/Sound
<input type="checkbox"/> Other | <input type="checkbox"/> Screen
<input type="checkbox"/> Projector
<input type="checkbox"/> TV / DVD |
|---|--|

☐ Authorized by PLT / Signature

Date:

- ☐ Posted to Calendar
- ☐ Requestor Notified