Saint Anne Parish - Multiple Event Reservation Form

Please submit this form a minimum of 10 days in advance of your first meeting/ event.

Name of group or ministry: _____

Contact Person (required): _____

Phone (required): _____

Email Address: _____

Purpose of events: _____

_____

Date	Time	Anticipated Attendance	Room(s) Requested

Available Room(s):

Church	Chapel	Hall	Kitchen (Hall)
Kaye Room	Ames Room	Miller Room	Whitney Room
Beaudoin Room	Gruskowski Room	Rectory Conf. Room 1	Rectory Conf. Room 2
Rectory Dining Room	Rectory Porch	Field	

Please note: The Multiple Event Reservation Form is for reservation of the meeting space only. For each meeting/ event, please submit an Event Planning Form at least ten days prior to the meeting / event.

Submitted by:

Signed: _____

Print Name: _____

Date: _____

Revised November 2017

For Office Use Only:

Received by: _____ Date: _____

___ cc Facility Manager ___ Mass Record Book

___ Online Calendar ___ Heating Controls

___ Other_____ ___ Other_____