Saint Elizabeth's Facilities Request, Speaker & Special Collection Form

Today's Date:_____

Name: _____ **Phone:** _____

Group : _____**Email:**_____**Cell:**_____

Gallery
Elizabeth Room
St. Francis Room
Gym
Youth Room
Amadeus Room
L4 (6 round tables)
L5 (large room with dvd)

Office Use Only

Specific Date(s)	Start-Finish Time We allow for set-up.	Facility	Title of Event	Available	Unavailable

******If for any reason you do not want an event, meeting, etc. listed in the "Around the Parish" in the bulletin, please mark NIB next to that request.***

Comments: _____

_____

Date Confirmation E-Mailed: _____ **Completed by:** _____

Please be reminded that you are responsible for your cleaning-up. All trash must be taken to the dumpster which is located in the parking lot near the soccer field. Anything including food, paper goods, etc. that you bring with you must be taken home or it will be put in the trash. Thanks so much for your cooperation.