

Please Print

Saint Elizabeth's Facilities Request Form/ Special Collections, Ticket Sales etc.

Date: _____

Name: _____ **Phone:** _____

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

Please remember to fill out the setup form which is attached to this form.

Facilities available for scheduling

Church
Gallery
Elizabeth Room
Cafeteria
Youth Room
Gym

Good Shepherd Room
Blessed Mother Room
St. Francis Room

L3 (3 round tables)
L4 (6 round tables)
L5 (large rm with dvd)

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

Comments: _____

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

Please be reminded that you are responsible for your clean-up. All trash must be taken to the dumpster which is located in the parking lot near the playground. Anything including food, paper goods, etc. that you bring with you must be taken home or it will be put in the trash. Thank you for your cooperation, which is absolutely essential. ANY VIOLATION OF THE AFOREMENTIONED REGULATIONS WILL RESULTS IN THE REVOCATION OF YOUR PERMISSION TO HOST EVENTS AT SAINT ELIZABETH'S.