

# St. Paul Room Reservation Request

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Activity/Event Name: \_\_\_\_\_

Activity/Event Date: \_\_\_\_\_

Room(s) Requested (indicate first choice/second choice):

- | <u>Church</u>                       | <u>Parish Office</u>                        | <u>School Building</u>                    | <u>Activities Center</u>           |
|-------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Sanctuary  | <input type="checkbox"/> Rm 1 - Lower Level | <input type="checkbox"/> MPR              | <input type="checkbox"/> Main Area |
| <input type="checkbox"/> Angel Room | <input type="checkbox"/> Rm 2 - Lower Level | <input type="checkbox"/> MPR Kitchen      | <input type="checkbox"/> Breezeway |
|                                     | <input type="checkbox"/> Rm 3 - Lower Level | <input type="checkbox"/> Gym              | <input type="checkbox"/> Timothy   |
|                                     | <input type="checkbox"/> Rm 4 - Lower Level | <input type="checkbox"/> Miller Hall      | <input type="checkbox"/> Titus     |
|                                     |   | <input type="checkbox"/> Media Center     |                                    |
|                                     |   | <input type="checkbox"/> Teacher's Lounge |                                    |

Approx. number of people attending the event: \_\_\_\_\_

Special room requirements such as the number of tables and chairs needed: \_\_\_\_\_

Activity Start Time: \_\_\_\_\_ am/pm

Activity End Time: \_\_\_\_\_ am/pm

If recurring event: recurs (circle one) daily / weekly / biweekly / monthly / bimonthly

for \_\_\_\_\_ # of occurrences OR End-By Date \_\_\_\_\_

For weekly/biweekly list day of week: \_\_\_\_\_

For monthly/bimonthly list day or type: \_\_\_\_\_

Exceptions: Will not be meeting on the following dates (e.g., holidays, school breaks, etc. - list below):

\_\_\_\_\_

Time needed for Setup: \_\_\_\_\_ minutes

Time needed for Clean Up: \_\_\_\_\_ minutes

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

If you have any questions or need additional information, please contact Lori Humphrey at the Parish Office at [lorih@stpacc.org](mailto:lorih@stpacc.org) or 614-882-2109. If you would like to have your event noted in the "This Week in Our Parish" section of the church bulletin and on the parish website, please contact Dee Shomo at the Parish Office at [stpaulchurch@stpacc.org](mailto:stpaulchurch@stpacc.org) or 614-882-2109.

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## Rules and Procedures for Room Usage at St. Paul Parish:

It is the responsibility of each group to restore the room to its original condition upon conclusion of the meeting. Garbage should be bagged and placed in the outside dumpsters. Recyclable items should be placed in the appropriate receptacle. Carpets should be vacuumed if needed. Food is not to be taken into any room without prior approval from the Parish Administrator (Jerry Nieman). I understand these requirements and agree to them:

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(Name)

(Date)