

PARISH CENTER Meeting Rooms Reservation Form

Activity Name: Responsible Person: Name Phone Email
Organization:
Meeting Dates:
Start/End Times: (Include setup & cleanup time)
How Many People?
Type of Activity:
Special Instructions:

<u>OFFICE USE</u>	Parish Center Room Capacity
RECEIVED:	101 36 104A 54
CONFIRMED:	102 n/a 104B 54
	103A 30 105A 18
	103B 30 105B 18

Note: Please use this form (or an e-mail) so that we have a "hard" copy to refer to when questions arise.
 Please do not to ask if a room is available. I may not have "up to the minute" updates when you call.
 I try to set aside times for scheduling when I can give it my full attention.

Thanks for understanding.
tiffany.vonclausburg@incarnation.catholic.org
daryl.norviel@incarnation.catholic.org