

ADVENT FACILITY USE RESERVATION REQUEST

Today's Date _____

Parish Organization _____

Contact Person _____ **Phone** _____

Meeting/Event _____

Approx. # of persons expected at meeting/event _____

Room(s): (be sure to request kitchen if needed)

Paine Hall _____

Conf. Room _____

North Hall _____

East Mtg. Room _____

Kitchen _____

Church _____

Library _____

Projector _____

Day and Date (Month & Year) _____

Event Start Time: From _____ **To** _____

Total Time: From _____ **To** _____

(Total time includes setup and takedown time. If setup and takedown time requires another date, list that date with times also).

Continuing Schedule: If event is for recurrent dates (i.e.- every Thurs. afternoon), please note each date and time (use back of sheet if necessary)

Requested by

Date