## St. James the Apostle Catholic Church Meeting & Event Space Request

Ministry N	ame:
Contact Pe	rson:
	ımber:
Date Subm	itted:
Requested Sp	pace:
	Large Classroom (Quad)
	Double Room
	Small Classroom
	Parish Hall
	Kitchen
	Pavilion
Will you nee	d to use any type of equipment below?
	Sound Box & Microphone
	Computer (Quad Only)
	Television Screen (Rooms 210, 213, 214 Only)
	DVD Player (Rooms 210, 213, 214 Only)
	Table Cloths

(continued back)

## **Dates and Time Requested**

The policy for reserving meeting and event space is to schedule your August through December dates on one form and schedule January through July dates on a separate form. This allows us to keep your requests with the proper calendar year. We cannot guarantee you will receive the dates, times, or spaces requested. Every effort will be made to honor your exact request; and, if adjustments are necessary, we will contact you.

Date Requested	Time Requested	