

St. Aloysius Parish Room Reservation Form

(Circle) Room Requested	Write in Date Circle Day/s	Set Up Time	Meeting Time (Beginning - End)	Clean Up Time
Stapleton Hall Both A and B A only B only	Date: M TU W TH F SA SU			
Parish Offices Maple Street Room 2nd Fl. Sitting Room 3rd Fl. Msg. Maguire Room	Date: M TU W TH F SA SU			
Youth Rm Class Rm Gym Other:	Date: M TU W TH F SA SU			
Church Chapel Choir Rm Quiet Rm	Date: M TU W TH F SA SU			

Person/Group Reserving Space: _____

Name/Type of Event: _____

Will kitchen be used? Yes _____ No _____ Name of Caterer _____

Please **describe (or draw)** room set-up with items needed for event. Example: Type and number of tables, number of chairs, etc (example: 1 round table w/ 8 chairs, 2 rectangular tables, no chairs).

New Reservation: Y or N If revised, list original date: _____

DATE SUBMITTED: _____

(2018-2019)