

St. Simon's Room Request

Date Submitted

Event (Name to show on calendar)

Day(s) of Week

Date(s)

Reserve Time

Event Time

Room Requested

Room Assigned

Number of People

Ongoing (Y/N)

Submitted by

Phone Number

Email address

Special Instructions

Please check equipment, tables & chairs required: (See back of form if Setup Diagram is needed.)

- ☐ Podium
☐ Projector
☐ TV/DVD

Round tables: _____
Number

Long Tables: _____
Number

Chairs: _____
Number

IT IS THE RESPONSIBILITY OF PERSON(S) USING THE BUILDING TO:

- 1) Take out all trash & garbage to the dumpster.
- 2) Turn off all lights.
- 3) Set the thermostat to 77° F (summer) or 65° F (winter).
- 4) Make sure all outside doors are secured.

Signature of Person Responsible

For Office Use Only

Entered on Calendar

Distributed

Special Requirements/Setup