



<b>Office Use Only:</b>		<b>Staff Assigned:</b>
Date of Event _____		_____
Date Received _____	Initials _____	<b>Date:</b>
Date Entered _____	Initials _____	_____

## Meeting Request Form

Please fill out this form with your request for use of facilities.  
It is important that you fill out all the information requested.

**Organization** \_\_\_\_\_ **Meeting Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Number of people** \_\_\_\_\_ **Chairs** \_\_\_\_\_ **Tables** \_\_\_\_\_

*Room Request—we will try to grant all requests, final decision will be made based upon number of people and room capacities (meeting set without tables):*

**John Paul Center:**

- Room 1 - 50 ppl
- Room 5 - 60 ppl
- Room 6 - 75 ppl
- Room 8 - 20ppl
- Room 9 - 10 ppl
- Room 10 - 12 ppl
- Library - 8 ppl
- School of Faith - 20 ppl
- Vatican Council - 20 ppl
- All Saints - 15 ppl

**Fr. O'Hare Hall:**

- Hall - > 40 ppl
- Kitchen
- PSR 1 - 17 ppl
- PSR 2 - 17 ppl
- PSR 3 - 17 ppl
- PSR 4 - 17 ppl
- PSR 5 - 17 ppl
- PSR 6 - 17 ppl
- PSR 7 - 17 ppl
- PSR 8 - 17 ppl
- PSR 9 - 17 ppl

**St. Joseph's Church**

- Church - 650 ppl
- Chapel - 100 ppl

**Single meeting** (date) \_\_\_\_\_ **Starting time** \_\_\_\_\_ **Ending time** \_\_\_\_\_

**Set up date** \_\_\_\_\_ **Set up time** \_\_\_\_\_ **Out of room time** \_\_\_\_\_

**Recurring Meetings** (please circle) **daily** **weekly** **biweekly** **monthly**

(day of the week) **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday** **Sunday**

**Other** (please explain) \_\_\_\_\_

**Month range:** from \_\_\_\_\_ through \_\_\_\_\_

**Skipping the following months** \_\_\_\_\_

**Beginning time** \_\_\_\_\_ **Ending time** \_\_\_\_\_ **Set up time** \_\_\_\_\_

**Audio Visual Request:**

TV/VCR TV/DVD Projector & Screen for use with your computer

**Additional Requests:** \_\_\_\_\_