REQUEST FOR MEETINGS ROOMS FROM PARISH MINISTRIES/ORGANIZATIONS
ST. JOSEPH PARISH

TO: Parish Office Manager (E-mail donna@stjosephslanc.com)

Dates	**Time (From-To)**	**Estimated # of people**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Meeting Room	**Maximum Capacity**
☐ Good Shepherd Room	35
☐ St. Francis Room	75
☐ St. Joseph Room	50
☐ Education Building – Classroom	25
☐ Education Building – Resource Room	10

Type of meeting _____

Name _____Date_____Phone No._____

Note: You will be notified by Parish Office Manager only if this request is not approved as submitted. This form is also available on our parish website www.stjosephslanc.com

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(Complete bottom portion only if special arrangements are needed.)

TO: Maintenance Custodian

Please specify any special needs. e.g., room set up, equipment, etc.

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