

St. Francis Xavier Parish

Meeting Space Request Form

If you would like to request space for your ministry's meeting or event, please complete the information below and return to the parish office no later than 1 week prior to your event. Meeting space is available only to diocesan-, parish-, or faith-related ministries or events, at the discretion of the pastor. We may not be able to accommodate every request.

Ministry name or event _____

Requested space _____

Date of event _____ Time of event _____

Is this a recurring event (such as monthly)? _____

Your name _____

Phone # _____ Email address _____

Materials requested (we may not be able to accommodate every request):

- Tables (How many round/rectangular?) _____
- Tablecloths? (How many round/rectangular? Color?) _____
- Chairs (How many?) _____
- Audio/visual _____
 - Is training needed?
- Microphone
- See reverse for separate Xavier Room set-up form

Who is responsible for the key(s)? (Please include names and #s.) _____

Please note:

- You are responsible for leaving the space as clean or cleaner than you found it (brooms, dustpans and mops are available in each space). Cloth tablecloths should be shaken out into a trash can and left in a pile in the room.
- Please restore the position of tables and chairs (except in the Xavier Room).
- All garbage must be removed to the dumpster. Return heat to 63 degrees (in winter) or turn off A/C (in summer).
- Consult the checklist in each space for specific instructions. Thank you!

Do you need publicity assistance?

Bulletin: Please contact Lori Hrnchar (lhnrchar@sfxmedina.org or 330-725-4968) at least 1 week before the bulletin you want it to appear. All appropriate items are considered only as space permits, at the discretion of the bulletin editor.

Facebook/Website/Navigator newsletter: Please contact Jennifer Webb (jwebb@sfxmedina.org or 330-764-8946) as early as possible.

For internal use:

Date submitted: _____ Staff member initials _____

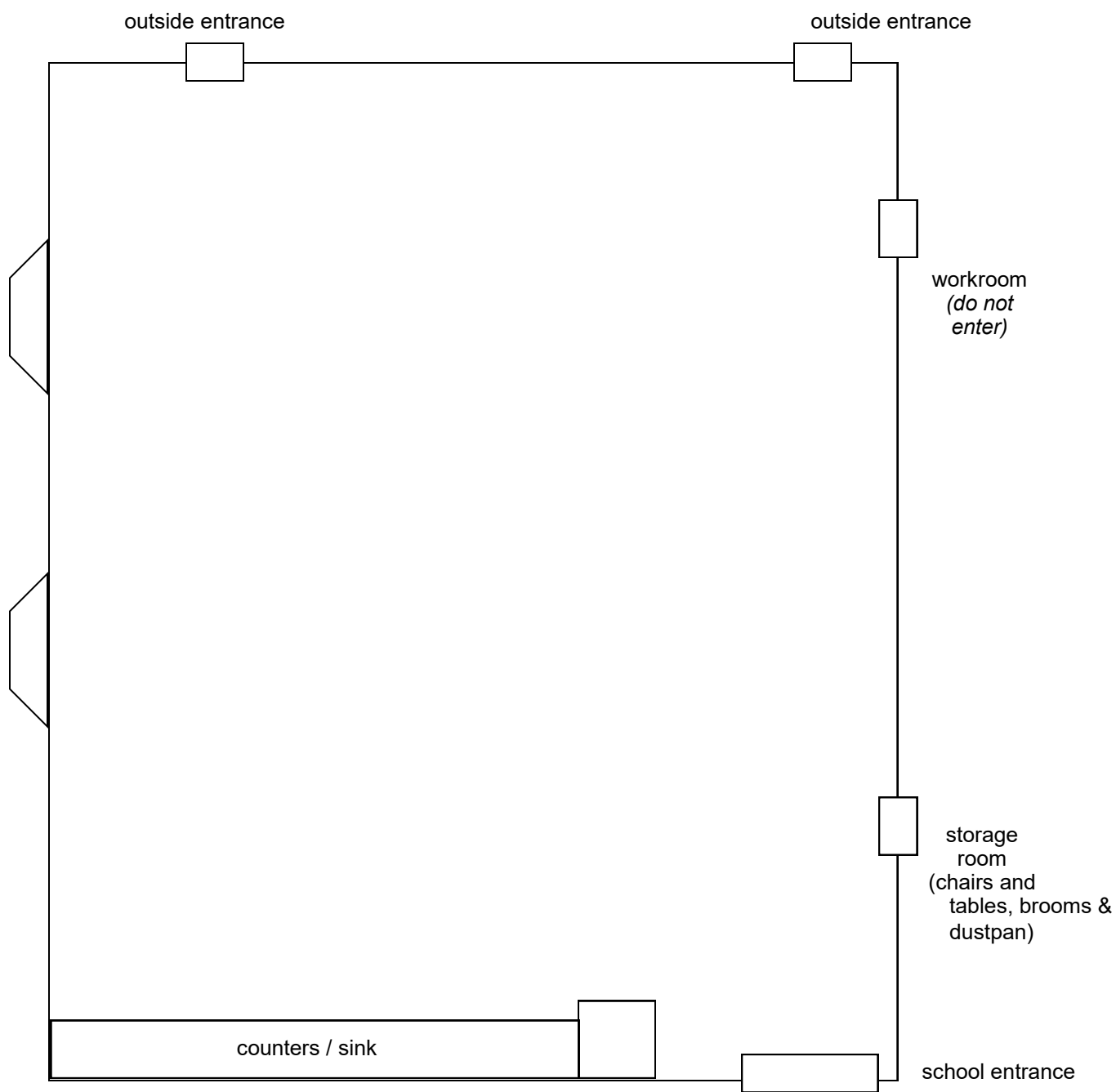
Approved by: _____ Date approved: _____

Xavier Room Set-up for (event):

Today's date:

Requested by (name/room number/phone):

Needed by:



Number of round tables:

Number of long tables:

Number of chairs per table:

Other instructions:

Please submit to the parish office at least one week prior to your event.