

Attention Ministry / Organization Leaders

It is time to open our parish calendar for those who need meeting space for the upcoming calendar year beginning July 1, ending June 30. Listed below is a **Meeting Site Request Form** for your use. Only this form will be accepted to reserve rooms. Please return completed form and return by the last business day in May. Your meeting site request will be valid only after you receive the form back with Father Mann's signature. Thank you.

Meeting Site Request Form ~ CHRIST THE REDEEMER

Name of person filling out this form: _____

Phone #: _____ Email Address: _____

Event name: _____

Description: _____

Anticipated attendance: _____

Responsible person(s) for event: _____ phone #: _____

Responsible person(s) for clean up: _____ phone #: _____

Responsible person's phone number: _____ Cell phone: _____

Date(s) of event: _____

Time event begins: _____ Time event ends: _____

Event setup time if needed (i.e. 30 minutes) cleanup time if needed: _____

Please check all requested rooms: _____ Church _____ Chapel

_____ Church Hall _____ Hall Kitchen

_____ St. Anthony's Basement _____ Sacred Heart Basement _____ Emmaus Hall (Rectory Basement)

Faith Formation Center: ___ St. John Paul II ___ Pope Francis ___ St. John XXIII ___ Class Room # _____

Parish Office Use Only

Date approved By Fr. Mann: _____

Date entered on calendar By: _____