

## SAINT THOMAS'S PARISH ROOM RESERVATION REQUEST FORM

Today's Date: \_\_\_\_\_ Office Use: Date Entered: \_\_\_\_\_  
 Initials: \_\_\_\_\_

Name and Purpose of Group: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

<u>Date(s) and Time of Event</u>	<u>Hours Reserved</u>	<u>Number Attending</u>
	AM                  AM	
	_____ PM to _____ PM	
S M T W TH F SA		

Actual Time of Event \_\_\_\_\_

Parish space to be used:

- \_\_\_\_\_ Aidan House
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Great Hall
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Music Room
- \_\_\_\_\_ Nave
- \_\_\_\_\_ Parlor

Parish equipment to be used:

- \_\_\_\_\_ China
  - \_\_\_\_\_ Glassware
  - \_\_\_\_\_ Hot water pot (large)
  - \_\_\_\_\_ Silverware
  - \_\_\_\_\_ Dishwasher\*
- \* Advance notice of use required.  
 Trained operator only.

Undercroft:

- \_\_\_\_\_ Room 1 – Children's Library
- \_\_\_\_\_ Room 2 – Children's Classroom
- \_\_\_\_\_ Room 3 – Children's Classroom
- \_\_\_\_\_ Room 4 – Children's Classroom
- \_\_\_\_\_ Room 5 – Large Meeting Room
- \_\_\_\_\_ Room 6 – Godly Play Work Room
- \_\_\_\_\_ Room 7 – Large Meeting Room

- \_\_\_\_\_ Range
  - \_\_\_\_\_ Refrigerator \*\*
- \*\* Stocked no earlier than 24 hours  
 in advance.
- \_\_\_\_\_ Overhead projector
  - \_\_\_\_\_ Podium
  - \_\_\_\_\_ Television
  - \_\_\_\_\_ VCR

Location is noted on reverse side.

- \_\_\_\_\_ I will be responsible for setting up and taking down the room.
- \_\_\_\_\_ I will need the room set up. Please indicate the set up you desire on the diagram on the reverse side.

I/we have read the guidelines for use of the Parish facilities and assume responsibility that these guidelines are followed, and that the facilities are left in proper order.  
 I/we understand that St. Thomas's Parish has the right to revoke permission for use if this trust is abused.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Donation for use of facilities at St. Thomas Parish: \$ \_\_\_\_\_

If the program is cancelled or changed, please notify the office as soon as possible .

**THIS RESERVATION IS NOT CONFIRMED UNTIL THIS APPLICATION IS APPROVED.**