



**FACILITY REQUEST FORM FOR ST. ANN ORGANIZATIONS & MINISTRIES**

**COMPLETE ONE FACILITIES REQUEST FORM PER MEETING OR EVENT**

Today's Date: \_\_\_\_\_

Organization / Activity Name: \* \_\_\_\_\_

Contact: \* \_\_\_\_\_

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

Daytime Phone: \* \_\_\_\_\_ Nighttime Phone: \_\_\_\_\_

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

Date/s (Specific date range): \* \_\_\_\_\_

**EVENT TIME FRAME: \* START TIME: \* \_\_\_\_\_**

**END TIME: \* \_\_\_\_\_**

**SET-UP TIME: \* \_\_\_\_\_**

**CLEAN-UP TIME: \* \_\_\_\_\_**

Type / Name of Event: \* \_\_\_\_\_

**Frequency (mark one):\***

**Day of Week (mark one):\***

**Facility (mark one): \***

One Time Event

Monday

Trinity Hall (A-B-C)  (Approx. 100)

Every

Tuesday

Trinity Hall (A)  (Approx. 30)

Every Other

Wednesday

Trinity Hall (B)  (Approx. 30)

First

Thursday

Trinity Hall (C)  (Approx. 30)

Second

Friday

Trinity Hall (A-B)  (Approx. 60)

Third

Saturday

Trinity Hall (B-C)  (Approx. 60)

Fourth

Sunday

Madonna Hall (FLC)  (Approx. 125)

St. Ann Room (FLC)  (Approx. 40)

Other Facilities Not Listed: \* \_\_\_\_\_

Number of Participants: \* \_\_\_\_\_

Please indicate any meeting Requirements: \* \_\_\_\_\_

**\* REQUIRED FIELDS**

**FOR SCHEDULING THE GYMNASIUMS AND THE ATHLETIC FIELD AND IN ORDER TO COMPLETE THE SCHEDULING PROCESS, A COPY OF THIS FORM MUST BE SUBMITTED TO MRS. CINDY TYLER AT THE PARISH OFFICE, 373-9030 (fax) OR EMAIL [Cindy.Tyler@stannbartlett.org](mailto:Cindy.Tyler@stannbartlett.org).**