Parish Hall Reservation / Setup

☐ Meeting Room

☐ Cafeteria Section

Date of Event:	
Time of Event:	
Organization / Event:	
Person Responsible:	
Staff Person at Event:	
Set Up Needed (Y/N):	
If Yes, Time Set Up Is Needed:	
Room To Be Unlocked (Y/N):	

Default Set Up:

The Parish Hall cafeteria section typically has the 14 12x5 foot cafeteria tables folded and placed along the sides of the floor. The Parish Hall Meeting Room typically has ten (10) 2 by 4-foot gray tables in the shape of a square with 30 blue vinyl chairs.

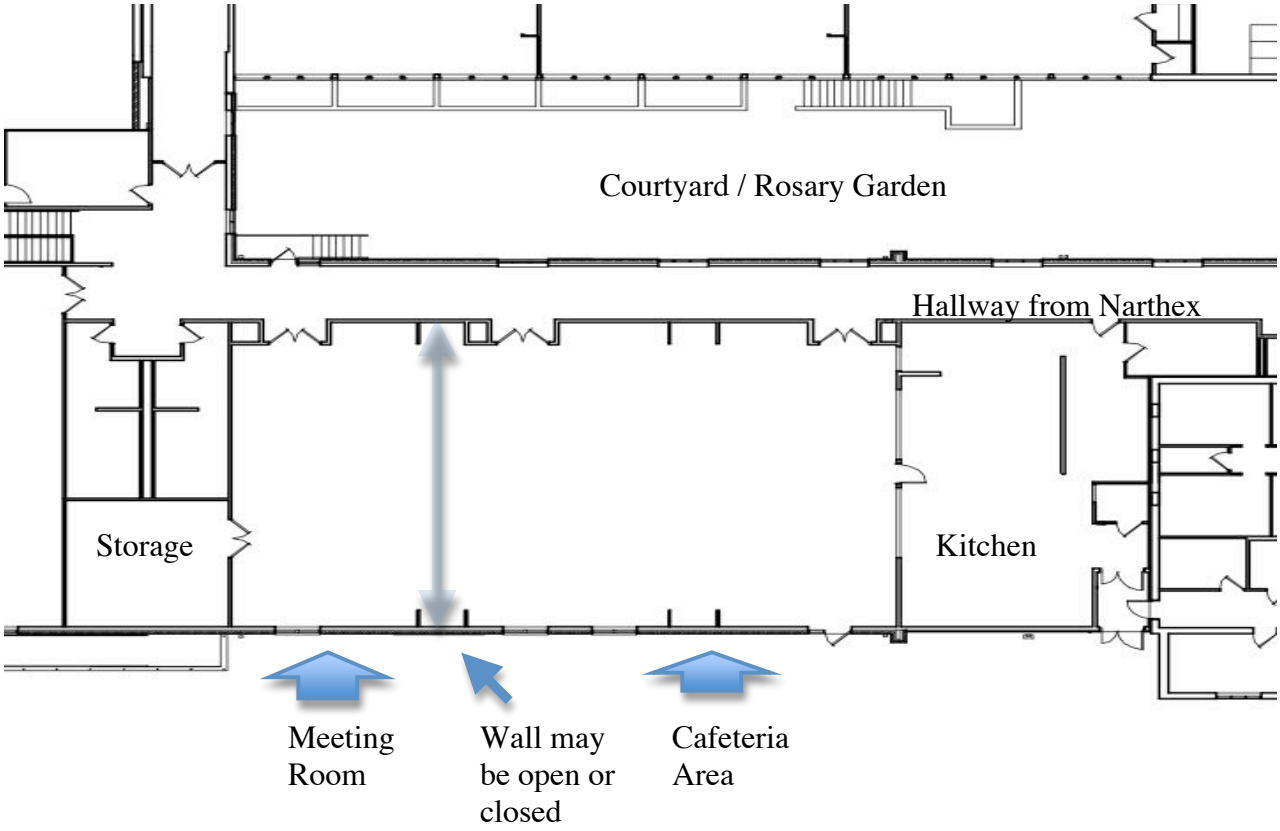
Seating Capacity:

With cafeteria tables, capacity is 168 adults or 224 children. With fifteen (15) 8-foot rectangular tables, the capacity is 120. Set up classroom style, the Meeting Room section has a capacity of 75; the entire space has a capacity of 200 when set up classroom style.

Special Items wanted:

Please check the items wanted or indicate the number, where applicable. If nothing is checked here, the default set up, as noted above, will be used. There are no other items available in this space.

	Blackboard (1 available)		Podium (1 available)
	Card Tables (3 available)		8-foot Tables (15 available)
	Blue Chairs (200 available)		Cafeteria Tables (14 available)
	2x4-foot Tables (10 available)		36″ Half Circle Tables (2 available)
	Sound System (mike)		Television/VCR (1 available)

Please Indicate Set Up Below:

Please use the diagram provided below to show how you would like the room set up for your event.