

Saint Brigid Catholic Church

Today's Date	
Contact Name	
E-mail Address	
Phone Number	
Ministry Name	
Meeting Name	
Meeting Time	From: _____ To: _____
Setup Time	Setup: _____ Breakdown: _____

2019-2020 Request for Meeting Space
 Return form to Susan Neppl at sneppl@saintbrigid.org
 Office (678) 393-0060 Fax (678) 393-0071

Desired Location to Reserve		
Sanctuary <input type="checkbox"/>	Parking Lot <input type="checkbox"/>	Kitchen <input type="checkbox"/>
Chapel <input type="checkbox"/>	Other Location <input type="checkbox"/>	_____
Corbett Hall <input type="checkbox"/>	Other Location <input type="checkbox"/>	_____
Bride's Room <input type="checkbox"/>	Other Location <input type="checkbox"/>	_____
Library <input type="checkbox"/>	Room 135 <input type="checkbox"/>	Partition: Open <input type="checkbox"/> Closed <input type="checkbox"/>

Please indicate desired dates by placing an "X" on the date. Shaded dates may not be available.

July 2019							August 2019							September 2019							October 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2019							December 2019							January 2020							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

March 2020							April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

ITEMS NEEDED FOR MEETING

<input type="checkbox"/> CHAIRS _____ # Needed (Required)	<input type="checkbox"/> OTHER TABLES (Corbett Hall only) <ul style="list-style-type: none"> <input type="checkbox"/> Registration _____ # Needed _____ Location in Corbett Hall _____ <input type="checkbox"/> Coffee/Food _____ # Needed _____ Location in Corbett Hall _____ 	<input type="checkbox"/> PROJECTOR <ul style="list-style-type: none"> <input type="checkbox"/> Corbett Hall <input type="checkbox"/> Room 135 <input type="checkbox"/> Portable 	<input type="checkbox"/> SCREEN <ul style="list-style-type: none"> <input type="checkbox"/> Corbett Hall <input type="checkbox"/> Room 135 <input type="checkbox"/> Portable
<input type="checkbox"/> TABLES _____ # Needed (Required)	<input type="checkbox"/> PODIUM <ul style="list-style-type: none"> <input type="checkbox"/> Table for Speaker 	<input type="checkbox"/> HDMI DISPLAY ADAPTOR FOR PROJECTOR <ul style="list-style-type: none"> <input type="checkbox"/> PC <input type="checkbox"/> Macintosh 	<input type="checkbox"/> DVD PLAYER
Notes: _____ _____ _____	<input type="checkbox"/> MICROPHONE <ul style="list-style-type: none"> <input type="checkbox"/> Lavalier 1 <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier 2 <input type="checkbox"/> Podium 	<input type="checkbox"/> TV	<input type="checkbox"/> WHITE BOARD
<input type="checkbox"/> INDOOR SIGN HOLDER (11" X 17")			

All tables and chairs must be returned to their original locations. All garbage cans MUST be emptied into the dumpster.

I accept responsibility for leaving the meeting space as I found it.

SIGNED: _____

Office Use

Confirmation to Contact Person: _____ / _____ / _____

Recorded in EMS