

SAINT BRIGID ROOM REQUEST FOR MEETING SPACE

Today's Date	
Contact Name	
E-mail Address	
Phone Number	
Ministry	
Meeting Name	
Meeting Time	
Setup Time	

JULY 2022 — JUNE 2023

Return to Cindy Soder at csoder@saintbrigid.org
(678) 393-0060 x154

Desired Location to Reserve

Sanctuary	<input type="checkbox"/>	Room 133	<input type="checkbox"/>	Partition: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Chapel	<input type="checkbox"/>	Room135	<input type="checkbox"/>	
Corbett Hall	<input type="checkbox"/>	Parking lot	<input type="checkbox"/>	
Bride's RM	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	
Library	<input type="checkbox"/>	Other location	<input type="checkbox"/>	

Other Location (list):

Indicate desired dates by placing an "X" on the date. Shaded holidays may not be available to reserve.

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

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

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

Items Needed for Meeting		
<input type="checkbox"/> CHAIRS _____ # Needed (Required)	<input type="checkbox"/> OTHER TABLES (Corbett Hall only) <input type="checkbox"/> Registration # Needed _____ Location in Corbett Hall <input type="checkbox"/> Coffee/Food # Needed _____ Location in Corbett Hall	<div style="border: 1px solid red; padding: 2px; display: inline-block;">MEDIA NEEDS</div> <input type="checkbox"/> PROJECTOR (Corbett Hall only) <input type="checkbox"/> TV <input type="checkbox"/> DVD PLAYER
<input type="checkbox"/> TABLES _____ # Needed (Required)	<input type="checkbox"/> INDOOR SIGN HOLDER (11" X 17") Type of Presentation / Other Needs: _____	NOTE: if you plan to use a laptop make sure it has an HDMI port or bring an adapter to connect.
Notes for Set up: _____ _____ _____		

I accept responsibility for leaving the meeting space as I found it.
ALL tables and chairs will be returned to original locations. ALL garbage cans will be emptied into the dumpster.
Signed: _____