

# Saint Brigid ROOM REQUEST FOR MEETING SPACE

**JULY 2023 — JUNE 2024**

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

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

### Desired Location to Reserve

- Sanctuary      Room 133      Partition: Open  Closed   
 Chapel      Room 135  
 Corbett Hall      Parking Lot      Other Location (list): \_\_\_\_\_  
 Bride's Room      Kitchen     \_\_\_\_\_  
 Library      Other Location     \_\_\_\_\_

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

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

  

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

  

March '24							April '24							May '24							June '24							
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	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29		
31																						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	<b>MEDIA NEEDS</b>
<input type="checkbox"/> TABLES _____ # Needed (Required)	<input type="checkbox"/> INDOOR SIGN HOLDER (11" X 17")	<input type="checkbox"/> PROJECTOR (Corbett Hall only) <input type="checkbox"/> TV <input type="checkbox"/> DVD PLAYER
Notes for Set up: _____ _____ _____	Type of Presentation / Other Needs: _____ _____	<b>NOTE:</b> if you plan to use a laptop make sure it has an HDMI port or bring an adapter to connect.

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: \_\_\_\_\_