

Saint Brigid ROOM REQUEST FOR MEETING SPACE

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

JULY 2025 — JUNE 2026

Return to Cindy Soder at csoder@saintbrigid.org

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"/>	Room 135	<input type="checkbox"/>	
Corbett Hall	<input type="checkbox"/>	Parking Lot	<input type="checkbox"/>	Other Location (list): _____ _____ _____
Bride's Room	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	
Library	<input type="checkbox"/>	Other Location	<input type="checkbox"/>	

Indicate desired dates by placing an "X" on the date

Shaded holidays may not be available to reserve

July '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '26						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '26						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Items Needed for Meeting

CHAIRS & TABLES

☐ CHAIRS _____
Needed (Required)

☐ TABLES _____
Needed (Required)

NOTES FOR SET UP

MEDIA NEEDS

☐ PROJECTOR (Corbett Hall only)

☐ SOUND SYSTEM (Corbett Hall only)

☐ TV /DVD PLAYER

NOTE: 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.
Please wash, fold and return all table clothes that have been used.
Sign: _____