

Request for Use of the Sacred Heart Parish Center

Date of Request: _____

Name of Requestor: _____

Name of Organization
(if applicable): _____

Daytime/Evening Phone: _____

Email: _____

Event: _____

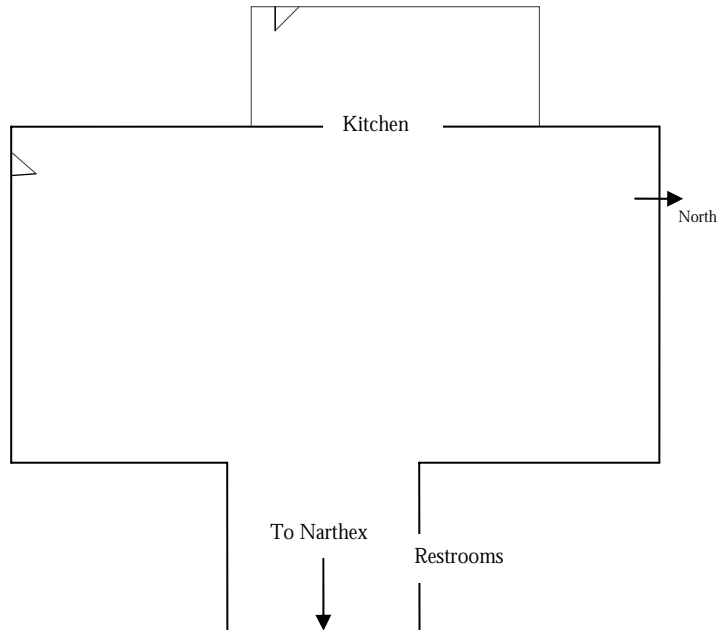
Date of Event: _____

Time of Event: _____

Expected Attendance: _____

Clearly describe your needs for the Parish Center:

What arrangement of tables and chairs do you need in the Parish Center (please use the diagram and refer to the back of this page)?



Do you have any special needs in the kitchen?

Do you need any equipment from the storeroom: YES NO

If yes, please list what you will need (please be specific):

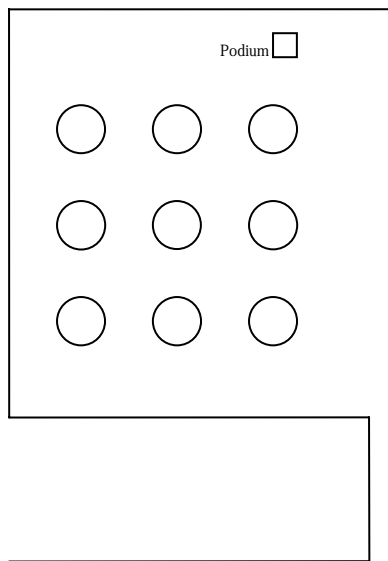
Any other instructions/special requests we should be aware of?

Signature and Date

Standard Parish Center Set-up

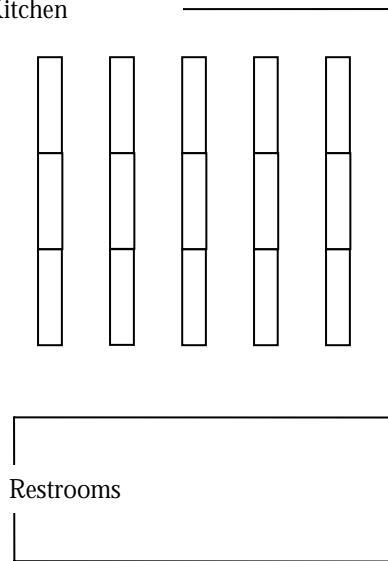
Moving tables and chairs take much effort and time for volunteers/staff, please try to use the following “standard” Parish Center set-up, if at all possible. This is the set-up used for Funerals and Fellowship.

Southside:
80 chairs
Round Tables
(60”) or
Podium with
chairs
(theater seating)



Narthex

Kitchen



Northside:
96 Chairs
Long Tables (6')