

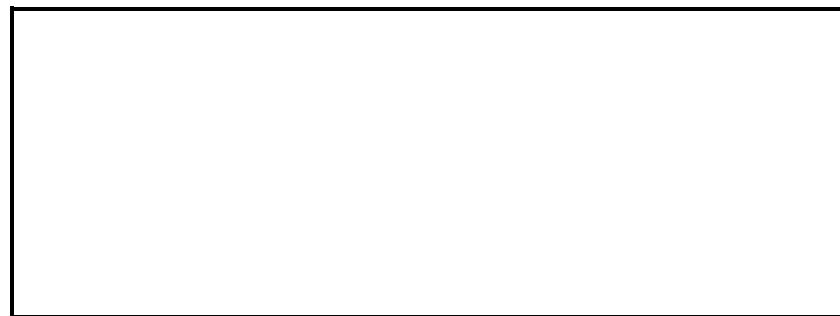
ST. ANDREW PARISH  
BUILDING/ROOM SET-UP REQUEST FORM

*HAS THE SPACE BEEN RESERVED? _____	RESPONSIBLE STAFF: _____
GROUP RESERVING BLDG/ROOM: _____	BLDG/ROOM NEEDED: _____
DATE(S) NEEDED: _____	TIMES NEEDED: _____
CONTACT PERSON: _____	TELEPHONE: _____

SUPPLIES NEEDED FOR EVENT: (Please indicate amount needed)

_____ CHAIRS	SUGAR _____
_____ SQUARE TABLES	CREAMORA _____
_____ ROUND TABLES	TEA _____
_____ RECTANGULAR TABLES	STIRRERS _____
_____ PAPER PLATES	PLASTIC SPOONS _____
_____ PAPER BOWLS	PLASTIC FORKS _____
_____ SALT/PEPPER SHAKERS	PLASTIC KNIVES _____
_____ STYROFOAM CUPS	CREAMERS _____
_____ PAPER NAPKINS	OTHER (CHECK & EXPLAIN) _____
_____ COFFEE WARMERS	_____
_____ COFFEE POTS	_____
_____ VASES	_____
_____ CANDLE HOLDERS	_____
_____ SALT	_____
_____ PEPPER	_____
_____ CANDLE HOLDERS	_____
_____ COFFEE	_____

DIAGRAM OF ROOM SETUP:



REQUESTS SHOULD BE TURNED IN TO THE BUSINESS MANAGER AT LEAST ONE WEEK PRIOR TO THE EVENT. FORMS MAY BE MAILED TO: 1400 INGLEWOOD, ROCHESTER, 48307, FAXED TO 248/651-3950 OR DROPPED OFF AT THE PARISH OFFICE TO THE ATTENTION OF MARK BAKER.

***\*THIS FORM DOES NOT RESERVE THE USE OF PARISH SPACE. SPACE RESERVATIONS SHOULD BE REQUESTED USING THE "EVENT CALENDAR REQUEST FORM" AVAILABLE AT THE PARISH OFFICE.***