

Facility Reservation Request
Email Address: stjermehou@msn.com

Today's Date: _____

Please reserve the following facility(ies) for date(s) and time(s) indicated. Thank you.

Requesting group/organization: _____

Responsible Contact:

Name: _____

Email Address: _____

Telephone: _____

Name of type of function or event: _____

Facility(ies) requested [please be specific]:

1st Choice: _____

2nd Choice: _____

Date(s) Requested [please be specific]:

1st Choice: _____

2nd Choice: _____

Time(s) requested [include setup/clean up times separately]:

1st Choice: _____

2nd Choice: _____

(Can take up to 5 (Five) days to Approve.)

Approved by _____

Note

When requesting one of the rooms, you are responsible for total cleaning and removal of all Garbage. Especially on the weekends, please try to finish the meetings no later than 9:30 PM please. Thank you, Administration. If the facility is not cleaned, you and your group will forfeit the right to use the facilities again.