

**ST. BRIGID OF KILDARE  
MSGR. HENDRICKS PASTORAL HALL  
FACILITY REQUEST FORM**

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Room Preferred: \_\_\_\_\_

Number of People Anticipated: \_\_\_\_\_

Number of Tables (Round)\_\_\_\_\_ (Long)\_\_\_\_\_

There is limited assistance with set-up and tear-down by St. Brigid Staff, Monday-Friday when it is requested 24 hours in advance of the event. It is the responsibility of the contact person and group for all weekend (Saturday and Sunday) set-up and tear down.

Date of Event: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Setup time: \_\_\_\_\_

Cleanup time: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Mops, brooms and dustpans are located in the Janitor's Closet. It is your responsibility to clean, take trash to the dumpster, and return everything back to "ready" status. Thank You! For questions, please call Karen Cremeans, 761-3734.

**EQUIPMENT REQUEST FORM**

Computer: \_\_\_\_\_

VCR/DVD \_\_\_\_\_

Projector: \_\_\_\_\_

Microphone \_\_\_\_\_

*Office Use Only*

*Staff Signature* \_\_\_\_\_

*Date Received:* \_\_\_\_\_

*Room* \_\_\_\_\_

*Date Confirmed:* \_\_\_\_\_