



SAINT BRIDGET CATHOLIC CHURCH

Event Space Calendar Requests

July 1, 2021 – June 30, 2022

Form required for: Parish Center Meeting Room, Church Hall, Murphy Conference Room and Kitchen

Event Name: _____ Date of Event: _____

Organization/group sponsoring event: _____

This is recurring? Yes ___ No ___ If Yes, please list recurring dates: _____

Start Time of Event: _____ End Time of Event: _____

Name of Person Hosting Event: _____

Phone # of Host: _____ Email of Host: _____

Number of People Attending: _____

Explanation of Event, including media/materials that will be used (this will help determine which conference room will be assigned)

Entrance to the room assigned will be through the doors under the Bell Tower.

Request submitted by: _____ Date: _____

Office Use Only

Request approved by: _____ Date: _____

Space Assigned: _____