ST. URSULA SPIRITUAL CENTER
ROOM REQUEST

Please Indicate each date, beginning and ending time. Also include the number of people expected at your meeting and if you will be using the kitchen so we can determine which room to assign - TV/VCR/DVD. **SEND THIS FORM TO THE PARISH OFFICE**

Date	Event/Organization	Time - Begin	Ending	No. of People	TV/VCR/ DVD	Kitchen	Office Use Room Assigned

Name of person completing form _____

Type of Seating Needed _____

Phone Number: _____