

Please circle:

New Request

Revision

Set-Up Request

Cancellation



SAINT MEL PARISH

Facilities & Event Reservation Request

(Please print)

Event Date(s) _____ Day of the Week _____ Today's Date _____

Event Time Begins _____ Event Time Ends _____ Number of attendees _____

Set Up Time _____ Clean-Up Time _____ Offsite Location _____

Ministry/Event _____ Person Responsible _____

Home Phone _____ Work/Cell Phone _____ E-Mail _____

If this is a regularly occurring event, indicate your dates for each month below:

July 2010 _____ August 2010 _____ September 2010 _____ October 2010 _____

November 2010 _____ December 2010 _____ January 2011 _____ February 2011 _____

March 2011 _____ April 2011 _____ May 2011 _____ June 2011 _____

Please circle location request:

Church, Outdoor Gathering Area

PC-Rooms 200, 201, 202, Staff Room, Kitchen

Auditorium, Kitchen

AC-Front Half (stage), Back Half, Kitchen, Adult Room, Promenade

Parking Lot

Preschool

Elementary School Classrooms (please specify classroom) _____

Sketch a set-up diagram, indicating number of tables, chairs and any additional equipment necessary for event.

St. Mel Parish
20870 Ventura Boulevard
Woodland Hills, CA 91364
(818) 340-6020
(818) 340-0261 fax
www.stmelparish.org

For Office Use Only:

Confirmed _____ Conflict _____