

Room Reservation Form – No Fee

Complete the form and turn in to the Parish Administration Office.(700 W. Bridge St.) We will confirm your request within 2 business days.

NAME of EVENT: _____

Sponsoring Group or Individual: _____

Person making the reservation: _____ Daytime Phone # _____

Person 'In Charge' at Event: _____ Contact Phone # _____

Contact E-Mail address(es) _____

***ONE TIME EVENT:** Day of the week & Date of Activity: _____
(ex: Monday, Feb. 29)

-----OR-----OR-----OR-----OR-----

****REGULAR RECURRING EVENTS – SERIES OF EVENTS****

Please describe when you wish to meet: (for example: We meet once a month, on the 3rd Tuesday evening, from September to May; or, This program will be held four Thursday evenings in a row) _____

These are the specific days of the week and DATES requested: (List each date, starting date & ending date)

Starting Time of Event: _____ **End Time:** _____
(Ex. 2:15 p.m.) (Ex: 4:30 p.m.)

Set Up Hours-Prior to start (Ex. 2.5 hours); _____ **Clean Up Hours (After end time):** _____

Approx. Number of people: _____ Any special needs? _____

Will food be served? _____ What kind? (snack, full meal, etc.) _____

ROOM(S) PREFERENCE (if any): _____

CANCELLATIONS MUST BE CALLED IN TO THE PARISH ADMINISTRATION OFFICE AT 849-3930, Ginny Dimeo x311
Email:ginnyd@stanneswausau.org.

PLEASE REMEMBER TO CLEAN UP AFTER USE. There is a Clean Up CHECK LIST posted in the McKillip Hall Kitchen and in the 'Big Kitchen' off Fischer Hall. THANK YOU.

Please complete the Set-Up Instructions on the back of this form if special set-up is needed for your event.
Please use a separate set-up sheet for each room requested

Office Use Only

Room Assignment: _____ Communicated to Contact on _____
Initials: _____ Photocopy made of Events with Set Up _____ Building Use Policy provided _____

Event: _____

Day & Date: _____

Set-up Instructions

In the box below, please indicate how you wish to have the area set-up. If changes need to be made to your set-up, they will be communicated to you. Also let us know if any special equipment is needed...TV/VCR, Projector & Screen, Coffee Pots, Risers, Microphones, etc. If any equipment is broken or damaged, you are responsible for replacing or repairing it.

Room Name: _____

(Please make separate diagrams for each room when multiple rooms are requested.)

Church of St. Anne, 700 W. Bridge St., Wausau, Wisconsin