

Request for use of St. Paul's Building and/or Equipment

Person making request _____

Date request made: _____ Member: _____ Non-member: _____

Contact info: phone _____ email _____

Item(s) needed _____

Building space needed _____

Date needed: from _____ to _____

Time needed: from _____ to _____

Signature _____

Fill out the above information and place it in the box on the Secretary's office door. You will be contacted as to your request and whether it has been added to the calendar or if there is a conflict. Please allow adequate time to process.

(01-07-08)