

St. Thomas More Catholic Church
3015 Roundelay Road, Lynchburg, VA 24502-2036
(434) 237-5911 FAX (434) 237-8854 http:www.stmva.com

Room Request Form

Date of request: _____

Date/Time of event (include setup): _____

Name of group, organization, or event: _____

Contact person: _____ Phone: _____ Email: _____

Address: _____

Basic description and purpose of event: _____

Number of participants: _____ Room(s) requested: _____

Parish supplies and equipment you are requesting to use (see list below): _____

Do your plan to serve food or refreshments? _____

List parish kitchen items you are requesting to use (see list below): _____

Your group is responsible for the setup and cleanup of your meeting space. Please leave the room as you found it. If you are using parish equipment or supplies, please return the equipment and supplies to their proper place listed below. After the event, please check the floor, tables, and chairs for trash, especially for food, and dispose of it properly. Cardboard and other paper products can be recycled using the receptacle in the Copy Room. Especially if you served food, please empty any trash cans you used into the dumpster in the old parking lot. Replace the trash bags with new bags found in the bottom of each trash can. Parish supplies and equipment can be found in the following locations:

Meeting Rooms: notebook paper, pens, pencils, chalk or dry erase markers, erasers, crayons, glue, scissors

Downstairs Supply Room: construction paper, tissue paper, colored pencils, markers, glitter, cellophane, fun foam sheets, yarn, beads, fabric, rolls of white paper, refills for meeting room supplies

Resource Room: portable CD/cassette players, TV/VCR cart, books, videos, music

Parish Kitchen: paper products, cups, plastic ware, pots, pans, serving utensils, serving dishes, napkins, lemonade, coffee, water, ice, cleaning supplies, dishwashing supplies, refrigeration, oven/stove/microwave

Submitted by: _____ **Approved by:** _____

Date: _____ **Date:** _____

Parish Staff/Volunteer Contact Person: _____ Phone: _____