



MEETING ROOM and NARTHEX REQUEST

All requests for space must be submitted in writing to the parish office. Please check the online calendar at stacharlotte.com first to determine if the time/room you are requesting is available. Send completed form to Dina Wilson: fax to 704-549-1614 or e-mail to dwilson@stacharlotte.com.

Requests typically take 5 business days to process. Your meeting is not confirmed until you receive notification from the office. If your meeting is cancelled, please let us know.

Today's Date: ___/___/___

Your Name and Group: _____

Phone: _____ - _____ - _____ E-mail: _____

Date(s) Requested: ___/___/___ ___/___/___ Event Time: _____am/pm to _____am/pm

If this event repeats, please explain (e.g. weekly, monthly): _____

Event Name (e.g. meeting, ticket sales): _____

Building/room requested – *Please indicate your first and second choice:*

___ Aquinas Hall ___ Brother Leo Room ___ Family Life Center Room #: _____

___ Chapel ___ Church ___ Narthex ___ Office Conference Room

___ Other: _____

Equipment/room setup request: _____

(Tables, chairs, easel, etc.)

Number Expected: _____

Will you need a building key/access code? ___ Yes ___ No

Date received: _____	Approval: Yes No	E-mail Confirmation: _____
Entered: Book _____	EMS _____	On-Line _____
		Office Use Only 1/30/12