ST.STEPHEN'S PARISH EVENT RESERVATION FORM

September 2011 ~ August 2012

Group/Organization Name: _____

Contact Person: _____ **Phone:** _____

Date Returned to Rectory: _____

DATE OF EVENT	FACILITY NEEDED	TIME in minutes Set up	TIME in minutes Clean up	ACTUAL TIME & NAME OF EVENT Start Time	End Time	Name of Event
Please note: If your event will generate a large amount of garbage please notify the rectory in advance.						