



Saint Mary Magdalene Catholic Church

Email form to flefevre@smmcatholic.org

Facility Set Up Request

Ministry/Event:	
Date Requested:	
Time Requested:	From: am or pm to am or pm
Published Time:	From: am or pm to am or pm
Contact:	Name: Telephone: Day and Evening
Expected Attendance:	
Person Responsible for Cleanup:	
Rooms/Area Requested:	
Moveable Walls:	Please Choose: Open or Closed
Kitchen Serving Window:	Please Choose: Open or Closed
Special Equipment Needed:	

APPROXIMATE ROOM SETUP DESIRED: Keep in mind that we own 8 round tables, 22 rectangular tables (if PREP is not in session at the time of your event), 100 padded and 55 metal chairs, seating 6 – 8 at each table.
(Please sketch out room layout)

Kitchen Window

Office Use Only
Approved: _____ Date: _____ Staff: _____