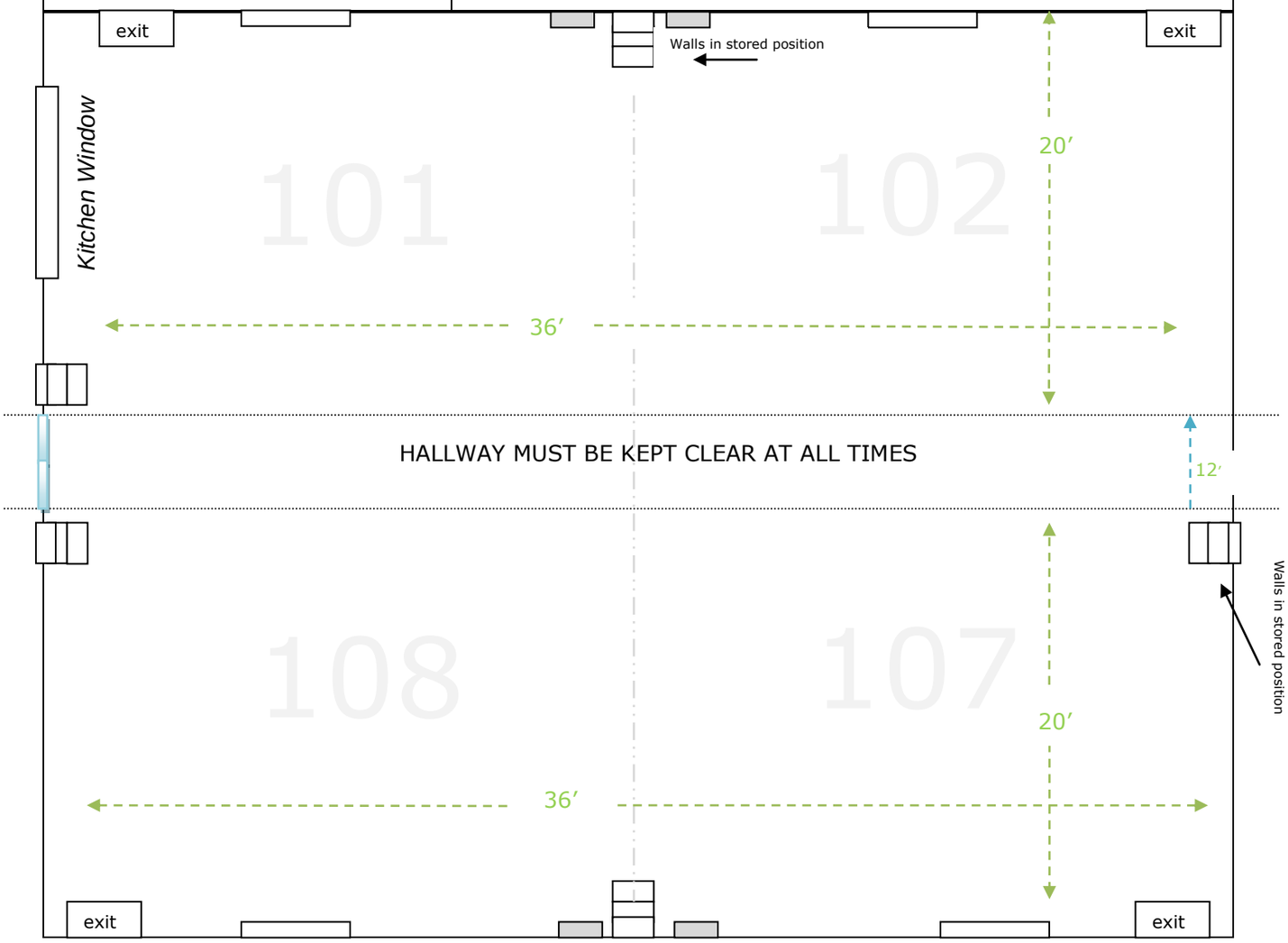
Saint Mary Magdalene Catholic Church

Email form to smmcc@smmcatholic.org and vantonich@smmcatholic.org
If request is from Faith Formation, include: kkhuey@smmcatholic.org

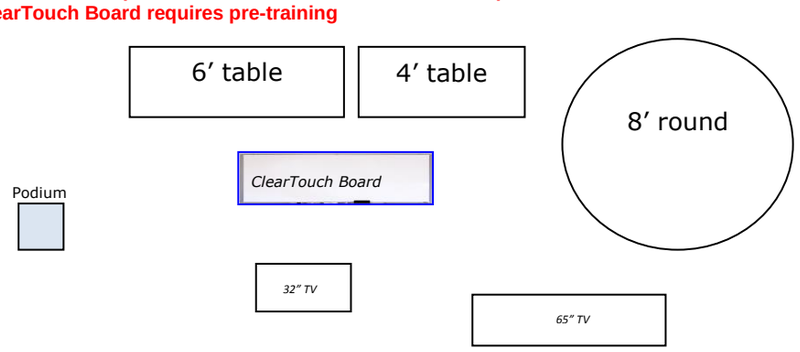
Facility Set Up Request

Ministry/Event:	
Dates Requested:	
Times Requested:	From: am or pm to am or pm
Event Time:	From: am or pm to am or pm
Contact:	Name: Telephone:
Expected Attendance:	
Person Responsible for Cleanup:	
Room Numbers Requested:	
Moveable Walls:	**Please choose: Stored or Up**
Kitchen Serving Window:	**Please choose: Open or Closed**
Equipment Needed: **Circle and/or add #**	Number of Circular Tables _____ Number of 4' Rectangular Tables_____ Number of 6' Rectangular Tables_____ Number of Total Chairs: _____ Podium Mobile 65" TV Mobile 32" TV 55" Lay-flat ClearTouch Board 65" ClearTouch Board



We have 8 round tables, 22 rectangular tables (if FF is not in session at the time of your event), 100 padded and 55 metal chairs, seating 6 – 8 at each table.

Head of Event must be pre-trained on the break-down and set-up of walls.
Use of ClearTouch Board requires pre-training



Generally speaking:

Each room can fit 3 round tables with chairs

Four 6′ tables can fit in each room in a square configuration

107 & 108 combined can fit 14 rectangular tables around the perimeter of room