St. Paul's Episcopal Church Cary, NC

ROOM RESERVATION REQUEST FORM

Please check the room(s) you need OR indicate 1st, 2nd, and 3rd choice. Return to **facilities@stpaulscary.org**

EDUCATION BUILDING	CHAPEL BUILDING	CHURCH BUILDING	OTHER
□ Parish Hall	□ Chapel	□ Church	□ Any Available ≤ 12 people
□ Kitchen		□ Conference Room	□ Any Available > 12 people
□ Lobby	GROUNDS	□ Comfort/Bride's Room	□ Other—specify:
□ Kids' Club	□ Courtyard	□ Youth	□ Curry Center
□ Entire Building	□ Parking Lot		□ Annex

Group Requesting:	Expected Number of Participants:
Contact Person:	Contact Number:
Date Requesting:	Set-Up Time:
Is This a Recurring Event?	Start Time:
	End Time:

RECURRING EVENTS ONLY:

Date to Begin:	Frequency (Weekly, Monthly, etc.):
Date to End:	Specify (Every Monday, 2nd Thursday, etc.):

Any Block Out Dates or Other Comments?