

St. Thomas Aquinas Parish Center Request Form

Please use this form when requesting any space in the Parish Center, this includes the Multi Purpose Room, Conferences Rooms, Gym etc.

Date: _____ Time: _____

Description of Function: _____

Room Requested: ___ Gym ___ Conference Room/s ___ MPR

Contact Person: _____ Phone # _____

People for the Function: _____

Please use the following box for your room set-up

Number of Tables _____ *Number of Chairs* _____

Please circle if needed: podium, microphone, TV/VCR/DVD.

Approved by the Principal: _____ Date _____

Approved by the Parish Center: _____ Date _____

Room Assignment: _____