

Facilities Set Up Form—Marian Hall

Describe set up needed in writing and/or drawing. Include tables, chairs, easels, podium, microphone, and other items in the space provided. The event must be previously approved and placed on parish calendar. Please use special forms for Cathedral and Grounds set up.

Date:

Event:

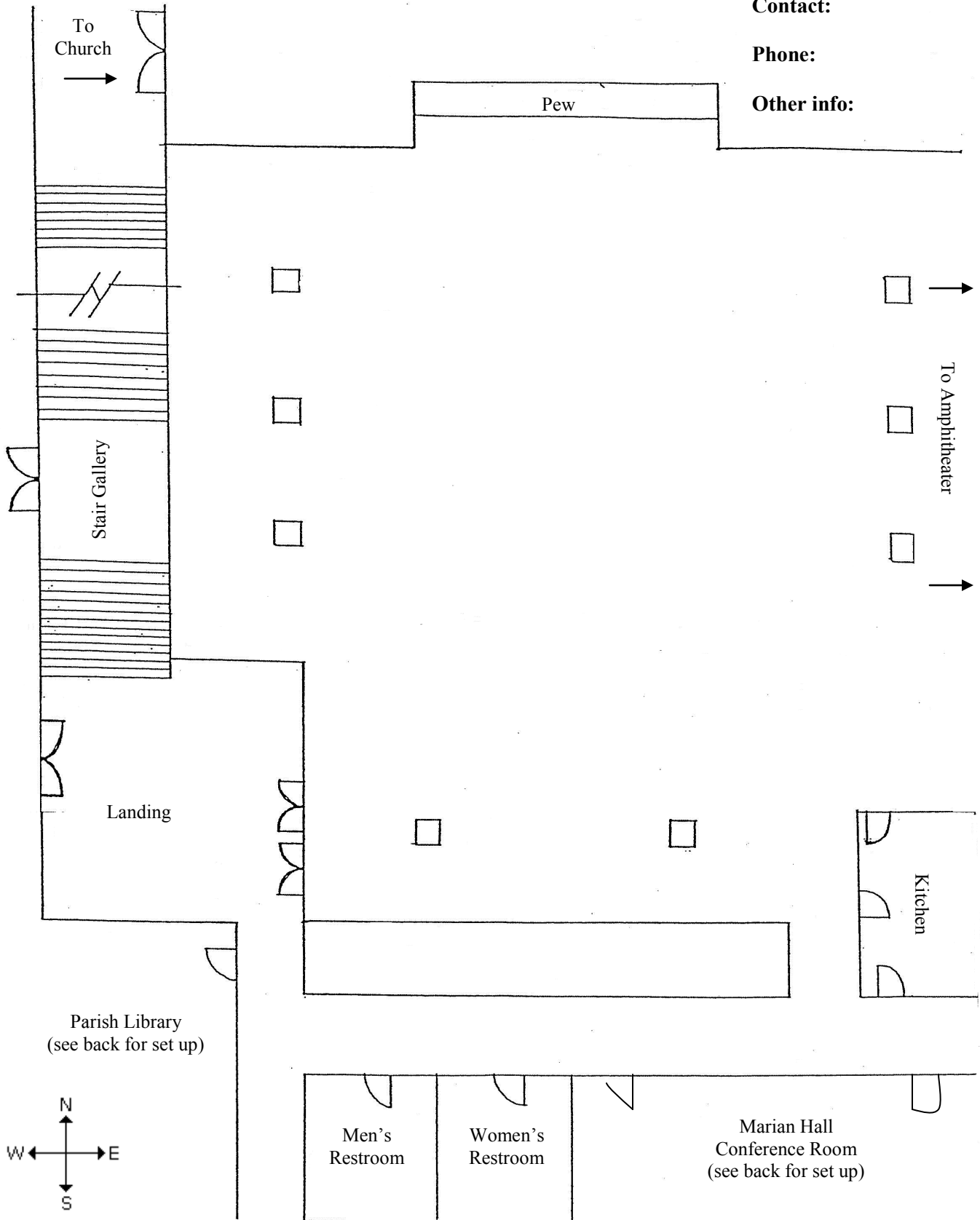
of People:

Time of Event:

Contact:

Phone:

Other info:



Facilities Set Up Form

Please check room(s) to be used and describe set up needed in writing and/or drawing. Include tables, chairs, easels, podium, microphone, and other items in the space provided. The event must be previously approved and placed on parish calendar. Please use special forms for Cathedral and Grounds set up.

Date:

Event:

of People:

Tine of Event:

Contact:

Phone:

Other info:

Marian Hall
See back

Marian Hall Conference Room:

- Conference tables in U-shape
- Conference tables in Oval
- Theater style seating
- Other

A rectangular diagram representing the layout of Marian Hall. On the left side, there is a vertical rectangle labeled "White Board / Screen". At the top edge, there are two semi-circular door openings, one on the left and one on the right.

Parish Library:
Current set up: chairs & coffee table.

Narthex:

Two adjacent rectangular diagrams. The left diagram represents the Parish Library, showing a door on the right wall. The right diagram represents the Narthex, showing a scalloped border along the top edge and a door on the right wall.

Cathedral Center Conference Room **Room A only** **Room B only**

A large rectangular diagram representing the layout of the Cathedral Center Conference Room. On the left side, there is a vertical rectangle labeled "Screen". A vertical dotted line runs down the right side of the room. At the bottom edge, there are three semi-circular door openings.