

Office Use:            Received \_\_\_\_\_            Maintenance \_\_\_\_\_            Jerry \_\_\_\_\_

**Layout for the East Campus Meeting Room 1,2,3 (All)**  
**Room Capacity – 75, No Microphone Hook-up**

**Must be** in the Parish Center Office seven (7) days before event. Fax to: 419-882-5235.

DATE \_\_\_\_\_ EVENT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL, ETC. \_\_\_\_\_

No. of Chairs \_\_\_\_\_            No. of Tables \_\_\_\_\_ Table Covering: Yes \_\_\_\_\_ No \_\_\_\_\_

Coffee Set Up: Yes \_\_\_\_\_ Coffee, Cups, Stirs, Cream, Sugar/Sweetner    No \_\_\_\_\_

Lg. Plates \_\_\_\_\_ Sm. Plates \_\_\_\_\_ Napkins \_\_\_\_\_ Plasticware \_\_\_\_\_

Other: \_\_\_\_\_

**Please Draw Your Layout in the Area Below**