

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

**Layout for the East Campus Meeting Room 3**  
Room Capacity – 25, 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, Stirrs, Cream, Sugar/Sweetner No \_\_\_\_\_

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

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

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

