



Saint Anselm Parish

Set Up for Facilities Use Request

This form must be submitted at **LEAST one week** prior to event
Parish Office submit to Father Sweany for approval _____
School submit to Miss Joan Agresta for approval _____

After approval submit this form to Mike Grubb –
place in his mailbox at the Parish Office or School Office.

Date of Event: ____/____/____ Requesting Party: _____

Room/Location: _____

Time(s) of Event: start time _____ end time _____

Description of Set up and diagram:

Special equipment needs:

Set Up Completed: ____/____/____ Set Up completed by: _____
