

In-House Facilities Request Form

For Large Events

St. Luke's Episcopal Church

Please complete this and place it in the Parish Administration mailbox one month prior to the event.

You may also email the form to sandra@slecp.org.

NAME AND DESCRIPTION OF EVENT:

DATE OF EVENT _____ TIME OF EVENT _____

SET UP DATE AND TIME: _____

ROOM(S) REQUIRED:

SPECIAL NEEDS OR REQUESTS:

CONTACT PERSON FOR EVENT: NAME _____

PHONE _____ EMAIL _____

EPISTLE AD VERBIAGE/DATES TO BE RUN: _____

DATE RECEIVED BY PARISH ADMINISTRATOR _____ Initial _____

APPROVAL BY RECTOR _____ Date _____

PARISH ADMINISTRATOR CONTACT INFORMATION: SANDRA STILLWELL 928-778-4499

Revised 4-16-2018