



Saint Ambrose

Facility Set Up Form

929 PEARL ROAD
BRUNSWICK, OH 44212
330.460.7300
KPEARL@STAMBROSE.US

Event Name: _____ Ministry: _____

Contact Person: _____ Number of People Expected: _____

Email: _____ Phone: _____

Event Date: _____ Event Start Time (does not include set-up): _____

Event End Time (does not include clean-up): _____

Set-up Time (before start time): _____

Clean-up Time (after end time): _____

Room(s): HH Gym HH Room 1 HH Room 2 HH Room 3 HH Room 4 HH Kitchen
 LC Matthew LC Mark LC Luke LC John LC Fr. McGivney LC Kitchen Down
 PLC John Paul II PLC Mother Teresa Room PLC Patio
 Main Church Chapel
 School Library School Room(s) # _____

A/V equipment need: Yes No →→→ TV DVD Player Projector Screen Microphone

↓↓↓ Please Draw Table & Chair Set-up Below ↓↓↓