



# Saint Ambrose

## Facility Set Up Form

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

**DATE FORM SUBMITTED:** \_\_\_\_\_

**TIME FORM SUBMITTED:** \_\_\_\_\_

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): \_\_\_\_\_

A/V Equipment  TV  DVD Player  Projector  Screen  Microphone

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 (A/V Capabilities)  PLC Mother Teresa Room (A/V Capabilities)  PLC Patio  
 Main Church  Chapel  Family Room (AV)  School Library  Grotto  Boosters Field  
 Other \_\_\_\_\_  School Room\_(s) # \_\_\_\_\_

**Please Draw Table & Chair Set-Up Below**