



# Saint Ambrose

## Facility Request Form

929 Pearl Road  
Brunswick, Ohio 44212  
330.460.7300  
MHalenar@StAmbrose.us

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

*Please Note: A **facility set-up form** needs to be supplied for your event AT LEAST 2 weeks in advance.*

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

Please find me a room  I will need help with A/V

- 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  
 Parking Lot  School Room(s) # \_\_\_\_\_  Other \_\_\_\_\_

Please check which Parish Calendars your event should appear on (check as many as apply):

- Parish  Music  FR/FE Sacramental Prep  Liturgy  Website Calendar  
 School  PSR  Adult Faith Formation  Staff  FIAT

Do you need the doors to the building your meeting is in to be opened earlier or later? \_\_\_\_ Yes \_\_\_\_ No

Open Time \_\_\_\_\_ Lock Time \_\_\_\_\_

Additional Information: \_\_\_\_\_