

Saint James Cathedral Parish
REQUEST FOR USE OF CATHEDRAL OR CATHEDRAL CENTER

Name of Organization/Group _____

Date Submitted _____ # Persons Attending _____

Person Responsible _____

Phones: Home _____ Work _____

Description of Event _____

Email _____

DAY OF WEEK	DATES	TIME	AREA REQUESTED	Alcohol Served? Y or N SET-UP REQUIREMENTS
2008				
_____ July	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Aug.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Sep.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Oct.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Nov.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Dec.	____/____/____/____/____/____	_____ to _____	_____	_____
2009				
_____ Jan.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Feb.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Mar.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ Apr.	____/____/____/____/____/____	_____ to _____	_____	_____
_____ May	____/____/____/____/____/____	_____ to _____	_____	_____
_____ June	____/____/____/____/____/____	_____ to _____	_____	_____

We may not be able to accommodate you in the area you requested, but will attempt to find suitable space for your event. Please consult our Parish Calendar or check with our reception desk for your assigned space. We ask that you confine your activities to the space assigned. Space request must be made for all areas, including kitchen and atrium. These forms may be mailed to PO Box 1868, Orlando, FL 32802; dropped off at the Cathedral office, or faxed to 407/422-2009. If you have any questions or require further assistance, please call me at 407/422-2005.