

Parish Library Reservation / Setup

Date of Event:	
Time of Event:	
Organization:	
Person Responsible:	
Staff Person at Event:	
Set Up Needed (Y/N):	
If Yes, Time Set Up Is Needed:	
Room To Be Unlocked (Y/N):	

Default Set Up:

The Parish Library typically has a soft seating area set up in the northwest corner of the library and round tables line up from east to west on the south side of the room.

Seating Capacity:

Capacity is 30 adults.

Special Items wanted:

There are no special items available in this space. There is a free-standing television and vcr available. If the tables are moved to accommodate a meeting, they need to be returned to their original location when the event is completed.

