

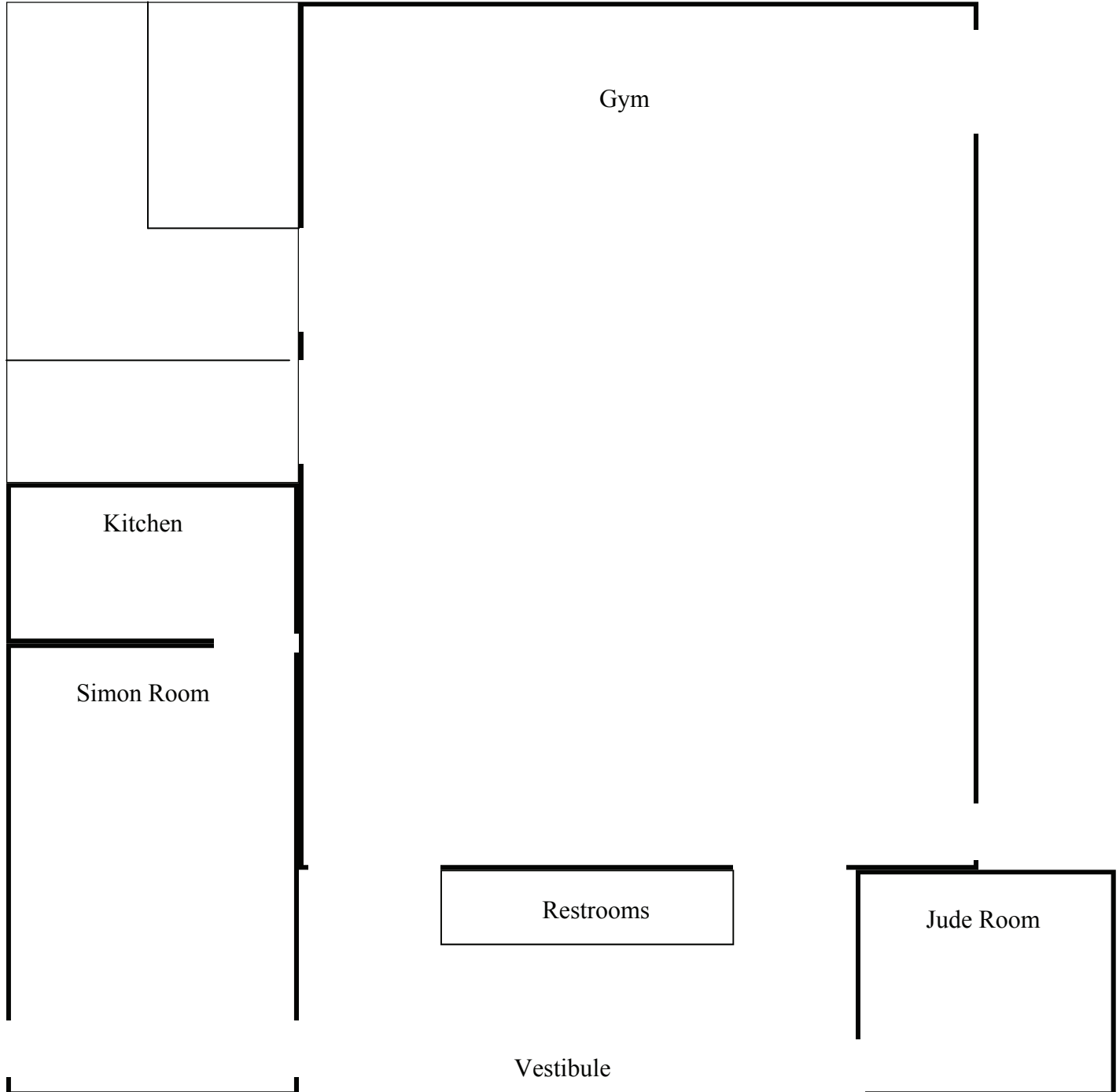
Parish Center Set-Up Request

To reserve a room contact Donna at the Parish Office at dmohammadi@stsimon.org 650-880-1422

Event Name: _____ Date: _____ Event Time: _____ to _____
Set Up Date: _____ Start Time: _____ Disassemble Date: _____ End Time: _____ By: _____
Contact Name _____ Phone: _____ Email Address _____

No. & Type of Tables _____ No. of Chairs _____ Set up Instructions:

NOTE: If using kitchen, do you need the gas turned on? _____ BLUE PAINTERS TAPE ONLY on all walls, windows, and doors. Please clean up after your event, take all your belonging with you, including food, by the End Time. Leave all rooms in the same condition you found them. Close all the windows and turn off the lights. Thank you!



Return this form to Donna at the Parish Office at dmohammadi@stsimon.org 650-880-1422 at least 7 days in advance.