



St. Leonard
A FRANCISCAN LIVING COMMUNITY

Room Reservation Request & Release Agreement

1-29-15

Today's Date

SLFC

Department

Epiphany Brunch

Event Name

Auditorium

Room(s) to be reserved

Date Reservation Confirmed or Denied

Reservation Confirmed or Denied By

Setup Instructions

Special setups require approval from Environmental Services before confirmation.

- No Setup Needed
- Theatre
- Straight Classroom
- U-Shaped
- Banquet with Tablecloths
- Registration Table
- Other (Please provide details below)

1-15-16

Date of Event

Sunday

Day of Event

9:00am-1:00pm

Time of Event Beginning & Ending

Linda Parks

Request By

X 3781

Requestor Phone

200

Number of Guest

Equipment Setup Instructions

Special setups require approval from Environmental Services before confirmation.

- Podium
- Microphone/Wireless Microphone
- Projector/Computer
- Flip Chart
- Music
- TV/DVD
- Other (Please provide details below)
