



# Saint Ambrose Parish

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## Facility Set-Up

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Total Time Facility is Needed From \_\_\_\_\_ am/ pm To \_\_\_\_\_ am/pm

Set-Up for: Hilkert Hall Gym \_\_\_\_\_ Hilkert Hall Rm 1 & 2 \_\_\_\_\_

Hilkert Hall Rm 3 \_\_\_\_\_ Hilkert Hall Rm 4 \_\_\_\_\_

Lehner Center \_\_\_\_\_ Other \_\_\_\_\_

Requesting Facility to be Set-Up by \_\_\_\_\_ am/pm

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*Diagram*

Special Instructions: \_\_\_\_\_

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