

McGirl Hall Request AND Template for custom seating arrangement

Today's Date: _____

Date of Event: _____

Start time of Event: _____

Proposed SETUP Date: _____

Proposed SETUP Time: _____

Size of Group: _____

Chairs: _____

Tables (Round): _____

Tables (Rectangle): _____

Your Printed Name: _____

Your Signature: _____

Best Phone: _____

NEXT STEPS:

AFTER OBTAINING CONFIRMATION OF ROOM RESERVATION from Donna Stevenson, (425) 392-5516: Please complete this form to keep your reservation. If you have a custom seating need for Fr. McGirl Hall, fill out template section and give it to Donna Stevenson in the St. Joseph Parish Office <OR> email to: dstevenson@sjcissaquah.org AND bbashinski@sjcissaquah.org

