

**ST. NORBERT / OUR LADY OF THE BROOK
ROOM REQUISITION FORM**

Date(s) of Event _____

Organization _____

Name of Event _____

Setup Time _____ START Time _____ END Time _____ Cleanup Time _____

CHOOSE A ROOM:

<u>ST. NORBERT</u>		<u>ST. NORBERT</u>		<u>OLB</u>	
Church (max. 900)		PO 2 nd Floor (max. 30)		Brebeuf Room (max. 12)	
Church Hall (max. 160)		PO Dining Room (max. 30)		Cabrini Room (max. 40)	
Kitchen Annex (max. 6)		PO Lower Level (max. 18)		Newman Room (max. 12)	
Vineyard (max. 40)				R.E. Office (max. 12)	
Gym (max. 400)		Other:		Seton Room (max. 10)	
Gym Kitchen				Social Area (max. 125)	
Grace Hall (max. 160)				Worship Space (max. 400)	
				Other:	

SETUP: If necessary, please provide a diagram of your setup requirements.

Number of Tables _____ Number of Chairs _____

Podium _____ Microphone _____ TV _____ VCR _____ DVD Player _____ Screen _____

EMAIL _____ Name _____

Please return the completed Room Requisition Form to the St. Norbert Parish Office:

MAIL: 1809 Walters Ave, Northbrook, IL 60062 847-272-7090

FAX: 847-272-7771

EMAIL: parishoffice@stnorbertparish.org (type "Room Requisition" in the subject line)

You can also submit a Room Requisition Form online: www.stnorbertparish.org

Click: "About Our Parish" at the top Select: "Parish Forms" from the dropdown list

Approved: _____

Date: _____