

Event Request Form for St. Nicholas Church
806 Ridge Avenue
Evanston, IL 60202

Today's Date _____

Contact Person _____ Phone: _____

Name of Event/Meeting _____

Event/Meeting Starts _____ / _____ / _____ Event/Meeting Ends _____ / _____ / _____
month date year month date year

Repeats: Weekly Monthly

Repeat every: First Second Third Fourth

Repeat on: M T W TH F SA SU

Time: Begins _____ Ends _____

Set Up Time needed from: _____

Where _____

Description:

Options:

- Announce in parish bulletin
- Closed Meeting
- Set up needed-please contact the parish office at 847-864-1185

Keys: Keys may be signed out from the parish office during regular business hours and must be returned the same day through the slot in the South door of the parish office. The parish office hours are:

- Monday—Thursday 9:00am—8:00pm
- Saturday 9:00am—5:00pm
- Sunday 9:00am—1:00pm

Wheelchair Accessible	Not Wheelchair Accessible
Oldershaw Hall-Wheelchair Accessible School Cafeteria-Wheelchair Accessible Music Room-Wheelchair Accessible Sacristy-Wheelchair Accessible	Rectory Library St. Germaine Room Rectory Interview Room Rectory Dining Room

Please fax or mail this form to St. Nicholas Church, Attention: Joan Macpherson
Phone: 847-864-1185 ext 21 Fax: 847-864-7810