



ST. THOMAS MORE

A ROMAN CATHOLIC COMMUNITY



3015 Roundelay Road * Lynchburg, VA. 24501-2036 * Phone: (434) 237-5911 * Fax (434) 237-8854

ROOM REQUEST FORM

EVENT: _____

Date & Time of Event: _____

Set-up Date & Time: _____

Name of Group: _____ Number of Participants: _____

Contact Person: _____

Phone: _____ EMAIL: _____

Address: _____

Check as Needed:

Rooms:

- Nave/Worship Space
- More Hall
- More Kitchen
- Chelsea Commons
- Classroom (s) _____
- Bonaventure
- Frassati Hall
- Frassati Kitchen
- Outside Grounds

Media:

- TV/VCR Cart
- Portable CD
- Other _____

Submitted by: _____ Date: _____

Fill out request form, save it and email it to events@stmva.org.

Office Use

Approved by: _____ Date: _____