



St. Stephen Facility Reservation Form

575 Tuskawilla Rd Winter Springs, FL 32708
 407-699-5683 www.st-stephen.com

BRING THIS FORM TO THE PARISH OFFICE TO REQUEST SPACE FOR ANY ACTIVITY/MEETING/EVENT

Organization			
Event Title			
Contact Name Role in Organization		Phone Number	
Email		Anticipated Attendance	Confirm expected attendance totals 1 week prior with Dan at danj@st-stephen.com
Date		Start & End Time	
Recurring Date(s)		TICKET SALES ***	
Set up Date & Time		*** Ticket Sales are in Church Courtyard unless inclement weather, then use the Narthex.	

ROOMS REQUESTED

(CHECK ALL THAT APPLY)

SET UP OPTIONS

(check all that apply)

ECI Main Social Hall	Conference Center A (RM 111)	ECII Gym	Theatre Seating	# of Aisles	# of Chairs
ECI Kitchen **	Conference Center B (RM 112)	ECII Kitchen	Round Tables	# of Tables	# of Chairs per table
ECI Meeting (RM 107)	ECI Meeting (RM 113)	ECII Classroom #	Rectangular Table	# of Tables	# of Chairs per table
Arts & Crafts (RM 109)	Church	Resource Rm	HDMI Cable		Podium & Microphone
Arts & Crafts (RM 110)	Church Courtyard/Narthex ***	Youth Room (RM 114)	** FOR EVENTS/MEETINGS REQUIRING ECI KITCHEN USE:		
Parking Lot Field	Chapel	INTERNAL USE ONLY	Contact Colleen Aboud at ColleenAboud@gmail.com 407-415-8439		

APPROVAL SIGNATURES / DATES

Signature of Pastor	Date

EMAILED TO STAFF	
Date	Date

ENTERED INTO FACILITY SCHEDULER	
Date	Date

EMAILED TO KITCHEN MINISTRY	
Date	Date

Form Submitted to Church Office on: _____

ADDITIONAL NOTES:

