



❧ Atrium Table Request ❧

Ministry/Organization _____

Event Contact Name _____ Email Address _____

Home Phone _____ Cell Phone _____

Weekend(s) requested: _____ (limit two (2) weekends only.)

Table will be used for: _____

In order to keep the Atrium and area surrounding Jesus as a worship area please comply with the following:

- 1) A 6-foot table and 2 chairs will be reserved for you under the covered area in the Atrium.
- 2) Tables must NOT be moved from where they have been placed under the covered area.
- 3) Banners may ONLY be hung from the table or behind on the windows (please see available hooks).
The size of the banner will not exceed 45”w. Item will be removed if it does not comply.
- 4) Flyers may NOT be handed out directly to people as they enter or leave the Church.
- 5) Approval is subject to space availability. You will be notified once approved.
- 6) The Parish Information Kiosk is also available each weekend in the Atrium for smaller appeals.
- 7) Groups representing programs/events that are not affiliated with the Parish or Diocese MAY NOT solicit.
- 8) All items must be removed after the Sunday 5:00 pm Mass. We will not be responsible for materials beyond this time.