

Date Submitted _____

Cathedral Facilities Request

(Please submit at least 1 week before event and allow 3 days for processing of request.) Your request is not considered to be confirmed until you have received a phone call from the Cathedral Facilities Coordinator.

You may FAX your request to: (901) 725-2709 or mail to: Cathedral of the Immaculate Conception
Attn: Cathedral Facilities Request
1695 Central Avenue
Memphis TN, 38104

Name:		
Street:		
City:	State:	ZIP:
Telephone:		
*Facility First Choice:		
*Facility Second Choice:		
Event:		
Start Date:	Start Time:	
End Date:	End Time:	
For Recurring Events:		
Daily	Weekly	Monthly
Days not included:	Day of Week:	Day of Month: (e.g., 3 rd Tuesday)
Additional Information (number expected, equipment needed, etc.)		
*Cathedral Facilities:		
Cathedral	Parish Office Conf. Room	Cafeteria
Marian Hall	Parish Office Dining Room	ES Library
Parish Library-Marian Hall		HS Library
Conference Rm-Marian Hall		Gymnasium
Questions? Call (901) 725-2700		