

St. John Neumann Renewal Center
Reservation Request

685 Miccosukee Road
Tallahassee, FL 32308
www.neumanncenter.org

(850)224-2971
FAX: (850)222-2941
dasha@neumanncenter.org

Please submit requests at least three months in advance of event.

Parish/Diocesan Sponsored Event? Yes No Today's Date: _____

Contact Name: _____

Email: _____ Organization/Parish: _____

Day Phone: _____ Evening Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Event: _____ Event Date(s): _____

Reserved Time: _____ to _____ Actual Event Time: _____ to _____
(Reserved Time must include adequate time for Set-Up & Clean-Up)

Description/Purpose:

Expected Attendance: _____ # of Bedrooms Required: _____ Meals Requested: Yes No

Recurring Event (complete if applicable): # of Events: _____ Day of Week: _____

Weekly Monthly Quarterly Annually

Additional Resources Requested:

***** ALL RESERVATION REQUESTS ARE TENTATIVE PENDING APPROVAL & CONFIRMATION.**

FOR OFFICE USE

_____ Date Received Approved? _____ Date _____