



St. Peter the Apostle Catholic Church

CALENDAR & FACILITIES REQUEST

Please give at least 24-hour notice of changes or cancellations

Today's date _____ Priority _____

Organization / Ministry _____

Requested by _____ Phone# _____

Contact person _____ Phone# _____

Title of event _____

Date of event _____ Room (& alternates) _____

NOTE: Do not include prep or clean up time in the Start Time or End Time.

Start Time _____ End Time _____ Prep Time _____ Clean up _____

Recurring (e.g. 1st Tuesday of month) _____

Beginning Date _____ End Date _____ # Attending _____

Exceptions (list dates) _____

List of supplies requested and quantity (including TV / DVD player)

Notes _____

These facilities are used by numerous ministries. Please be good stewards of our space and return the room to the standard configuration for that room, which can be found on the wall by the door. If tables are moved, lift, DO NOT DRAG. Please return them to their original place. And last, please straighten chairs and pick up trash so the room is ready for the next group. Thank you for taking care of our space. Your assistance is greatly appreciated.

Smaller classrooms will have a standard configuration. Only rooms 151 & 153 may request setup directions. If a specific layout for these rooms is needed for your meeting, please use the layout form on the back of this page. If you have any questions, contact Christina at Christina@stpetersboerne.com or (830) 816-5660.

FOR STAFF USE ONLY

Please enter notes, approvals and initials of individual who entered into calendar and date entered.

For specific layout in rooms 151 and 153, please diagram below.

Room# _____

Room# _____

REQUEST TO CANCEL OR MODIFY EVENT

Today's date _____

Organization / Ministry _____

Contact person _____ Phone# _____

Title of event _____

Cancel event? Y N

Change date from _____ to _____

Change time from _____ to _____

Change place from _____ to _____

Date to start modified event _____

FOR STAFF USE ONLY

Please enter notes, approvals and initials of individual who entered into calendar and date entered.