



## FACILITY SCHEDULING REQUEST

**This request is for the use of:** (Please check all that apply)

### New Parish Center

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Large Hall    | <input type="checkbox"/> Large Room (seats up to 50)  | <input type="checkbox"/> Small Room (seats up to 20) |
| <input type="checkbox"/> Large Kitchen | <input type="checkbox"/> Medium Room (seats up to 30) | <input type="checkbox"/> Computer Workstation        |
| <input type="checkbox"/> Small Kitchen |   |  |

### School Facilities

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Small Hall        | <input type="checkbox"/> Small Parking Lot<br>(in front of classrooms) | <input type="checkbox"/> Small Grass Area (upper campus) |
| <input type="checkbox"/> Classroom         | <input type="checkbox"/> Convent                                       | <input type="checkbox"/> Pavilion                        |
| <input type="checkbox"/> Large Grass Field |  |  |

### Church Building

- |                                 |  |  |
|---------------------------------|--|--|
| <input type="checkbox"/> Church | <input type="checkbox"/> Church Entrance | <input type="checkbox"/> Catechumen Room |
|---------------------------------|--|--|

## Activity information

**Name of Event:** \_\_\_\_\_

**Number of people expected:** \_\_\_\_\_

**Requested Date(s):** List three optional dates for us to check availability: Check one:  One Time  Recurring

\_\_\_\_\_

**Time of Event:** Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Set-up Time** Requested:  YES  NO How much time? \_\_\_\_\_

**Clean-up Time** after the event:  YES  NO How much time? \_\_\_\_\_

Name of Group/Ministry: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_