



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
(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: _____