

St. John the Baptist
Parish Calendar Request Form

PLEASE READ

* This Calendar is for reserving Parish Rooms & Facilities ONLY. If you need to request use of the CHURCH/CHAPEL, please call the Rectory Office (716)873-1122.

* When specifying times: please list START & END times. Also, specify if there is a separate SETUP/TEARDOWN time needed. The calendar will only display true times of event but we will need to reserve space for entire time needed.

* Klaunder Gym is reserved for school activities until 6:30PM weekdays only

* All keys for use of the facilities **MUST BE PICKED UP and SIGNED-OUT BY A RESPONSIBLE ADULT** at the Rectory office.

* If children are in attendance **A RESPONSIBLE PARTY ADULT MUST BE PRESENT AT ALL TIMES in ANY FACILITY.**

* Some requests may require the approval of the pastor.

* If there's a conflict with your request you'll be contacted by the Rectory as soon as possible.

* For New Calendar Year (September-June), please submit requests by July 1 deadline. Dates will be reviewed but **will not be confirmed** until the end of August.

Name of Event: _____

Room(s) Needed: _____

Begin Time: _____ *Set-up Time: _____ * indicate if needed prior *

End Time: _____ *Tear-down Time: _____ * indicate if needed after*

Date(s) of Event: _____ One time only Repeat (based on availability)

Days: Su M T W Th F Sa

Months: Sep Oct Nov Dec

Jan Feb Mar Apr

May Jun Jul Aug

Name of Organization (associated with ie. SJPA, School, Boy Scouts, etc...): _____

Contact Information (Responsible Party): * See above note*

Name: _____

Address: _____

Phone: _____

Email: _____

Additional notes: _____

Please submit this form to:

St. John the Baptist Church

Rectory Office

1085 Englewood Ave.

Buffalo, NY 14223

Phone 716-873-1122

Fax 716-873-3305

For Office Use Only

Date Submitted: _____

Needs Approved by Pastor:

Initials _____ Date: _____

Date entered: _____ Initials: _____