

ST. FRANCIS OF ASSISI CALENDAR/FACILITY REQUEST FORM

ONE TIME REQUEST

1. GENERAL INFORMATION

GROUP/MINISTRY NAME: _____
 CONTACT PERSON: _____ PHONE: _____
 TYPE OF EVENT/FUNCTION: _____ CELL OR HOME

2. ONE TIME REQUEST (EXAMPLE: SATURDAY, JANUARY 1, 2020)

DATE REQUESTED/OPTION #1: _____, _____ 20____
 DATE REQUESTED/OPTION #2: _____, _____ 20____
 SET UP TIME: _____ AM/PM TO _____ AM/PM
 EVENT TIME: _____ AM/PM TO _____ AM/PM
 CLEAN UP TIME: _____ AM/PM TO _____ AM/PM

3. FACILITY REQUESTING (CHECK ALL THAT APPLY)

CHURCH BUILDING

- ☐ MAIN CHURCH
- ☐ MARY'S CHAPEL
- ☐ ST. JOSEPH'S CHAPEL
- ☐ BRIDAL ROOM
- ☐ FRONT AWNING
- ☐ GROTTO OF MARY

PARISH HALL BUILDING

- ☐ MAIN HALL
- ☐ KITCHEN
- ☐ BETENBAUGH ROOM
- ☐ FOYER
- ☐ BREEZEWAY PATIO

PARISH OFFICE BUILDING

- ☐ CONFERENCE ROOM A
- ☐ CONFERENCE ROOM B

RECTORY

- ☐ FISHROOM
- ☐ DINING ROOM
- ☐ KITCHEN
- ☐ CENTER COURTYARD
- ☐ ENTRANCE PATIO

SCHOOL GROUNDS

- ☐ CINDY MEEK ENRICHMENT CENTER
- ☐ KITCHEN
- ☐ TEACHER'S LOUNGE
- ☐ CLASSROOM # _____
- ☐ OUTDOOR CHAPEL
- ☐ OUTDOOR GRASS AREA
- ☐ BASKETBALL COURTS
- ☐ OUTDOOR AWNING

YOUTH CENTER BUILDING

- ☐ GYM
- ☐ BASKETBALL HOOPS
- ☐ AUDIO SYSTEM
- ☐ BLEACHERS
- ☐ MICROPHONE
- ☐ MEETING ROOM 1
- ☐ MEETING ROOM 2
- ☐ KITCHEN
- ☐ PARKING AREA
- ☐ OTHER _____

PLEASE COMPLETE AND RETURN TO ESTHER RAMIREZ
 IN THE SCHOOL OFFICE, OR BY EMAIL AT
 eramirez@STFRAN.ORG

Revised 09/26/25