

ST. FRANCIS OF ASSISI CALENDAR/FACILITY REQUEST FORM

RECURRING REQUEST

1. GENERAL INFORMATION

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

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

START DATE OF RECURRENCE: _____, _____ 20____

END DATE OF RECURRENCE: _____, _____ 20____

SET UP TIME: _____ AM/PM TO _____ AM/PM

EVENT TIME: _____ AM/PM TO _____ AM/PM

CLEAN UP TIME: _____ AM/PM TO _____ AM/PM

RECURRENCE PATTERN:

☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ MONTHLY ☐ OTHER

RECUR EVERY: ☐ 1ST ☐ 2ND ☐ 3RD ☐ 4TH ☐ 5TH

☐ SUNDAY ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY



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
- ☐ CONFERENCE ROOM D

RECTORY

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

SCHOOL GROUNDS

- ☐ CM 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
 - ☐ VB NETS
- ☐ MEETING ROOM 1
- ☐ MEETING ROOM 2
- ☐ KITCHEN
- ☐ PARKING AREA