

ST. FRANCIS OF ASSISI CALENDAR/FACILITY REQUEST FORM

ONE TIME REQUEST

1. GENERAL INFORMATION

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

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
- GROTTA 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 ASHLEIGH CRIST
 IN THE SCHOOL OFFICE, OR BY EMAIL AT
 ACRIST@STFRAN.ORG