

### Scheduling Room/Calendar Request

Please fill out this form with your request for use of Facility Rooms for the coming year July 2021-June 2022. It is important that you fill this form completely. Use N/A if information does not pertain to you.

Today's Date \_\_\_/\_\_\_/\_\_\_ Name of person filling form out \_\_\_\_\_

Event Date \_\_\_/\_\_\_/\_\_\_ Event Name \_\_\_\_\_

Ministry \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

**Rooms: Cafeteria, Chapel, Church, Dining Room (parish office), Front Room (parish office), Gym, Gym Upstairs, Room A/B, Rectory St Edward Room, Rectory Bishop Flaget Room, Rectory Archbishop Kelly Room, School Building, Youth Center**

Room: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Dates required: \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ Day of week: \_\_\_\_\_

Event Time: Begins \_\_\_\_\_ (AM) (PM) Ends \_\_\_\_\_ (AM) (PM)

Setup: \_\_\_\_\_ (minutes before) Cleanup: \_\_\_\_\_ (minutes after)

This event will go on the visible Parish Calendar (<https://stedwardchurch.com>).

Do you want this meeting in the Bulletin? **Y / N**

**Frequency:** One time, daily, weekly on \_\_\_, Once/month, 2nd (day here) of month, monthly, etc.

\_\_\_\_\_

**Dates not meeting:** (like holidays or summer breaks)

\_\_\_\_\_

**Other comments:** (tables, chairs, etc.)

\_\_\_\_\_

Please return as soon as possible. **If you will not be using the room, please let me know as soon as possible.** An invitation email will be sent confirming the date. Please reply to this email confirming the information.

Thanks for your help. **For any questions or to return form, email Lisa at [lpark@stedward.church](mailto:lpark@stedward.church).**