

# 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)**

<p><u>CHURCH BUILDING</u></p> <p><input type="checkbox"/> MAIN CHURCH</p> <p><input type="checkbox"/> MARY'S CHAPEL</p> <p><input type="checkbox"/> ST. JOSEPH'S CHAPEL</p> <p><input type="checkbox"/> BRIDAL ROOM</p> <p><input type="checkbox"/> FRONT AWNING</p> <p><input type="checkbox"/> GROTTA OF MARY</p>	<p><u>RECTORY</u></p> <p><input type="checkbox"/> FISHROOM</p> <p><input type="checkbox"/> DINING ROOM</p> <p><input type="checkbox"/> KITCHEN</p> <p><input type="checkbox"/> CENTER COURTYARD</p> <p><input type="checkbox"/> ENTRANCE PATIO</p>	<p><u>YOUTH CENTER BUILDING</u></p> <p><input type="checkbox"/> GYM</p> <p><input type="checkbox"/> BASKETBALL HOOPS</p> <p><input type="checkbox"/> AUDIO SYSTEM</p> <p><input type="checkbox"/> BLEACHERS</p> <p><input type="checkbox"/> MICROPHONE</p> <p><input type="checkbox"/> MEETING ROOM 1</p> <p><input type="checkbox"/> MEETING ROOM 2</p> <p><input type="checkbox"/> KITCHEN</p> <p><input type="checkbox"/> PARKING AREA</p> <p><input type="checkbox"/> OTHER _____</p> <p>_____</p> <p>_____</p>
<p><u>PARISH HALL BUILDING</u></p> <p><input type="checkbox"/> MAIN HALL</p> <p><input type="checkbox"/> KITCHEN</p> <p><input type="checkbox"/> BETENBAUGH ROOM</p> <p><input type="checkbox"/> FOYER</p> <p><input type="checkbox"/> BREEZEWAY PATIO</p>	<p><u>SCHOOL GROUNDS</u></p> <p><input type="checkbox"/> CINDY MEEK ENRICHMENT CENTER</p> <p><input type="checkbox"/> KITCHEN</p> <p><input type="checkbox"/> TEACHER'S LOUNGE</p> <p><input type="checkbox"/> CLASSROOM # _____</p> <p><input type="checkbox"/> OUTDOOR CHAPEL</p> <p><input type="checkbox"/> OUTDOOR GRASS AREA</p> <p><input type="checkbox"/> BASKETBALL COURTS</p> <p><input type="checkbox"/> OUTDOOR AWNING</p>	
<p><u>PARISH OFFICE BUILDING</u></p> <p><input type="checkbox"/> CONFERENCE ROOM A</p> <p><input type="checkbox"/> CONFERENCE ROOM B</p>		

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE,  
OR BY EMAIL AT acris@STFRAN.ORG