

♦ PARISH/SCHOOL CALENDAR REQUEST ♦

Request to be used only for parish/school* sponsored events - if event requires fees and contract you will be contacted by Debbie Rubin

Requested by: _____

Date: _____

Email: _____

Phone: _____

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Event: _____

Date of event: _____ Start time: _____ End time: _____

- Facility:
- Church
 - Event Center
 - Hall
 - Library (after 4:30 p.m.)
 - Media Room (after 4:30 p.m.)
 - Meeting Room #1
 - Meeting Room #2
 - Rectory
 - School
 - Off-site

- Category:
- Adult Faith Formation
 - CYO
 - Confirmation
 - Faith Formation
 - Liturgy
 - Meeting
 - Men's Club
 - MS Youth Ministry
 - Music Ministry
 - RCIA
 - School
 - Wing's
 - HS Youth Ministry
 - Other

Approved by*: _____

* School events must be approved by the principal prior to submitting the request to Debbie Rubin

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Confirmed and entered on calendar by Debbie Rubin:

Signature: _____

Date: _____