## Facility Reservation Form Today's Date\_\_\_\_\_

## Please notify us of cancellations

	July '20								
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August '20									
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	September '20						October '20						
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	November '20								
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	December '20							
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January '21								
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		February '21								
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	March '21								
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	April '21							
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	May '21							
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		June '21									
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EVENT'S NAME:		Organization:	
Contact:	Phone:	Email	
Name of Facility Requested:_		No	of People:
Start Time:am/pm	end Timeam/pm	Additional for set-up	Additional for clean up
Request doors to unlock at lear reasons doors re-lock 20 min.		·	llock atam/pm (For security herwise
Please unlock doors at	am/pm Please loc	k doors at a	m/pm
need. Please note all classroo	ms and Spirituality Center R	m 1 & 2 and Meeting Room	lease specify your requested Audio/Visual C are equipped with Audio/Visual
Small TV &DVD Player	Projector and Screen	Large Screen Monitor	Microphone

<u>Circle requested doors to be open for entry to event (Electronic Door System):</u> 3-Gym, 5-Parish Activity Center Front, 4-Parish Activity Center Rear, 1-Pastoral Center, 2-Rear Pastoral Center, 6-Front School, 7-West Side School, Gym Breezeway, School Breezeway, School Kitchen Door, Meeting Room A, Meeting Room C <u>Sacred Heart Spirituality Center</u>: SPIRITUALITY CENTER REQUIRES HARD KEY

Please note: Due to variety of Parish Activities, your preferred time and space may not be available. We will do our best to accommodate all requests. Please notify the Parish Office of any cancellations so that your reserved space can be made available to others.