

Today's Date: \_\_\_\_\_

**Facility Reservation Form 2019-2020**

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29

March 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	31	25	26	27	28	29

June 2020						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Event's Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Facility Requested: \_\_\_\_\_ No of People: \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm Additional for set-up \_\_\_\_\_ Additional Clean Up \_\_\_\_\_

Doors will unlock 15 mins prior to event and for security reasons lock 20 mins after the start of your event unless you

Request other wise. Please unlock doors at \_\_\_\_\_ am/pm Please lock door at \_\_\_\_\_ am/pm

Audio/Visual Needed: Yes \_\_\_ No \_\_\_ Audio/Visual Instruction Needed \_\_\_\_\_ Please specify your requested Audio/Visual need. Please note all classrooms and Spirituality Center Rm 1 & 2 are equipped with Audio/Visual Small TV & DVD Player \_\_\_\_\_ Projector and Screen \_\_\_\_\_ Large Screen Monitor \_\_\_\_\_ Mic \_\_\_\_\_

(Circle requested doors to be open for entry to event (Electronic Door System): 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

**\*\*CHURCH and SACRED HEART SPIRITUALITY CENTER REQUIRE HARD KEYS**

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.

Received By \_\_\_\_\_ Date \_\_\_\_\_ Scheduled By \_\_\_\_\_ Date \_\_\_\_\_ Confirmed By \_\_\_\_\_ Date \_\_\_\_\_