

Facility Reservation Form Today's Date _____

****Please notify us of cancellations***

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					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 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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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			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	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 for clean up _____

Request doors to unlock at least 15 min. prior to event as necessary. Doors should unlock at _____ am/pm (For security reasons doors re-lock 20 min. after the beginning of your event unless you request otherwise.

Please unlock doors at _____ am/pm Please lock doors at _____ am/pm

Each room has it's own Audio Visual Equipment available so it is not necessary to reserve it. SMM Staff, please contact our I.T. person if you need help or instructions. Parish Groups please contact your staff liaison or parish office.

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 **Sacred Heart Spirituality Center:** 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.**