

<b>Name of Group/Event:</b>							
<b>Dates of Event:</b>							
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Event is:</b>	<input type="checkbox"/> <b>One-time</b> <input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Monthly</b> <input type="checkbox"/> <b>Other</b> _____						
<b>ACTUAL Time of Event:</b>	<b>FROM</b> ____:____ <b>AM PM</b> <b>UNTIL</b> ____:____ <b>AM PM</b>						

*Please schedule setup/cleanup times below. Include all time during which room(s) will be unusable for other groups.*

<b>Parish Center</b>
<input type="checkbox"/> <b>PC - Fellowship Hall</b>
<input type="checkbox"/> <b>PC - West Fellowship Hall</b>
<input type="checkbox"/> <b>PC - 301 (Green Room)</b>
<input type="checkbox"/> <b>PC - 302</b>
<input type="checkbox"/> <b>PC - 303</b>
<input type="checkbox"/> <b>PC - 304 (with sink)</b>
<input type="checkbox"/> <b>PC - Kitchen</b>

<b>Church</b>
<input type="checkbox"/> <b>Church</b>
<input type="checkbox"/> <b>Church Copy Room</b>
<input type="checkbox"/> <b>Church Grounds</b>
<input type="checkbox"/> <b>Outdoor Classroom</b>
<input type="checkbox"/> <b>Other</b> _____

<b>Parish Hall</b>
<input type="checkbox"/> <b>PH - Parish Hall</b>
<input type="checkbox"/> <b>PH - Rosary Room</b>
<input type="checkbox"/> <b>PH - Conference Room</b>
<input type="checkbox"/> <b>PH - Middle Room</b>
<input type="checkbox"/> <b>PH - Kitchen</b>

<b>School</b>
<input type="checkbox"/> <b>School Classrooms #</b> _____
<input type="checkbox"/> <b>Gym</b>
<input type="checkbox"/> <b>Library</b>
<input type="checkbox"/> <b>Conference Room</b>

<b>Calendar/non-facility:</b>
<input type="checkbox"/> <b>Reminder only</b>
<input type="checkbox"/> <b>Fundraiser</b>
<input type="checkbox"/> <b>Off-site event - Location:</b> _____
<input type="checkbox"/> <b>Request Bus to be scheduled</b>

<b>Fields</b>
<input type="checkbox"/> <b>Front of Gym</b>
<input type="checkbox"/> <b>Rectory Field</b>
<input type="checkbox"/> <b>Big Field</b>
<input type="checkbox"/> <b>Other</b> _____

<b>Responsible Party</b>	<i>(Must pick up Facility Use information from church office)</i>		
<b>Contact Numbers:</b>	<b>Home:</b>	<b>Work:</b>	<b>Cell:</b>
	<b>Pager:</b>	<b>FAX:</b>	<b>Email:</b>
<b>Number of Attendees:</b>	(estimate)		
<b>Will food be served?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
<b>Will alcohol be served?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If yes, Request Form is required.) <input type="checkbox"/> <b>TABC License (copy)</b>		
<b>SETUP</b>	<b>DATE</b> _____	<b>FROM</b> ____:____ <b>AM PM</b>	<b>UNTIL</b> ____:____ <b>AM PM</b>
<b>CLEANUP</b>	<b>DATE</b> _____	<b>FROM</b> ____:____ <b>AM PM</b>	<b>UNTIL</b> ____:____ <b>AM PM</b>

<i>For Office/Staff Use Only</i>	Date Form Received:	
<b>NOTES:</b>	Facility use fee _____	
	Cleanup deposit \$100 _____	
	Hiring custodian _____	
	Other _____	
<b>CALENDARS TO POST:</b>	<input type="checkbox"/> <b>Master</b> <input type="checkbox"/> <b>School</b> <input type="checkbox"/> <b>Parish</b> <input type="checkbox"/> <b>Team</b> <input type="checkbox"/> <b>Teacher</b>	
	<input type="checkbox"/> <b>Fr. Gavin</b> <input type="checkbox"/> <b>Fr. Mark</b> <input type="checkbox"/> <b>Mike</b> <input type="checkbox"/> <b>Susan</b> <input type="checkbox"/> <b>Deacon Blue</b> <input type="checkbox"/> <b>Amy</b> <input type="checkbox"/> <b>Lea</b>	
<b>APPROVAL:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>BY:</b> _____ <b>DATE:</b> _____

# 2012 - 2013

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## July

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

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	

## September

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						

## October

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			

## November

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	

## December

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					

## January

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		

## February

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		

## March

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						

## April

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				

## May

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	

## June

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						

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