CALENDAR RESERVATION FORM

Please fill out this form and return it to the Parish Office.

DATE SUBMITTED: ________________________________

STAFF LEADER: __________________________________

STAFF LEADER APPROVAL SIGNATURE: ____________________________

GROUP/ORGANIZATION/CONTACT PERSON: ____________________________

PHONE #/E-MAIL: ____________________________________________

EVENT/NO. OF PEOPLE: ________________________________

DATE(S) NEEDED: __________________________________________

FUNCTION TIME: __________________________________________

SET UP TIME/CONTACT PERSON: ______________________________

CLEAN UP TIME/CONTACT PERSON: ____________________________

ROOM(S) REQUESTED:  PLEASE CIRCLE ROOMS NEEDED

<table>
<thead>
<tr>
<th>Hall</th>
<th>Meeting Room #1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
<th>#5</th>
<th>#6</th>
<th>#7</th>
<th>#8</th>
<th>#9</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Circle all room numbers if a combination of rooms is needed)</td>
<td>Entire Room (Meeting Rooms 1-8)</td>
<td>Entire Room (Meeting Rooms 1-9)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Kitchen</td>
<td>Conference Room: #A</td>
<td>#B (living room)</td>
<td>#C</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Church (Mass Book)</td>
<td>Cry Room</td>
<td>Rectory Back Yard</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prayer Chapel</td>
<td>AMC</td>
<td>Gathering Space</td>
<td></td>
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</tr>
</tbody>
</table>

Entered by: ____________________________ Date: ____________________________

Computer Calendar ____________________________ Mass Book ____________________________

Confirmed ____________________________ Sent Copy to Contact Person(s) ____________________________

Room number requested is subject to change based upon availability with other functions.
You will be notified in the event of a change.
The Pastor reserves the right to cancel, change, postpone and move any calendar reservation.
The Parish Administration will notify the Parish Ministry or outside organization no later than 48 hours prior to the scheduled event.

5/09