

Facility: _____ Date: __/__/__

Time: Beginning: _____ (AM/PM) Ending: _____ (AM/PM)

Setup: _____ (minutes) Cleanup: _____ (minutes)

Facility: _____ Date: __/__/__

Time: Beginning: _____ (AM/PM) Ending: _____ (AM/PM)

Setup: _____ (minutes) Cleanup: _____ (minutes)

Facility: _____ Date: __/__/__

Time: Beginning: _____ (AM/PM) Ending: _____ (AM/PM)

Setup: _____ (minutes) Cleanup: _____ (minutes)

Facility: _____ Date: __/__/__

Time: Beginning: _____ (AM/PM) Ending: _____ (AM/PM)

Setup: _____ (minutes) Cleanup: _____ (minutes)

Other Comments (number of tables, chairs, etc.)? _____

Please turn in this form to the people listed below:

- **Church and Rectory:** Sandy Jordan (Parish Office).
- **Religious Education Center:** Julie Hammer (Religious Education Office).
- **St. Mary School:** Joyce Jentges (St. Mary School Office).

You will be informed if there are any changes to the schedule you requested. If there are any changes to this request, please contact the proper office as soon as possible.

The information below is for Office Use Only:

Date Received: __/__/__ Date Entered: __/__/__ Priority _____ Copy to Kathy Rau _____