

St. Raphael Catholic Church Facility Request

Today's Date _____ Contact Person _____

Contact Phone _____ Contact Email _____

Ministry organizing the event _____

Event Name _____

Check the area(s) you are requesting:

- | | | |
|--|--|---|
| <input type="checkbox"/> Church | <input type="checkbox"/> Narthex / Courtyard | <input type="checkbox"/> Parish Hall |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Parish Center | <input type="checkbox"/> Rm A / Marion Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Parish Field | <input type="checkbox"/> Rm B / St. Joseph Room |
| <input type="checkbox"/> Other _____ | | |

Date(s) Needed (Be sure to include set-up) _____

Recurring Events (monthly, weekly, 1st Sat., etc.) _____

Date(s) won't be Meeting (holidays) _____

July 2020 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 2020 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 2020 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 2020 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 2020 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 2020 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
January 2021 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	February 2021 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	March 2021 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	April 2021 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	May 2021 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	June 2021 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

Reserve Facility from Start Time _____ am/pm to End Time _____ am/pm

Event will begin for attendees at _____ am/pm

Event will end for attendees at _____ am/pm

Will alcohol be served at this event? Yes No

NO DATE(S) are confirmed until you are contacted by the Parish Office.

If setup is required, requests must be submitted to the Maintenance Department at least 48 hours before the event.

Submitted by _____

Date _____

Office Use		
Date Received:	Date Entered:	Contact Notified: