

## Scheduling Request Form

Please fill out this form with your request for use of facilities during the coming year.

Fax to (517) 886-1394

Today's Date \_\_\_\_\_  
Organization \_\_\_\_\_  
Event Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax \_\_\_\_\_  
Email address \_\_\_\_\_

What facility do you wish to use? \_\_\_\_\_

Second choice? \_\_\_\_\_

What date/s do you require? \_\_\_\_\_ Frequency \_\_\_\_\_

What time do you need the facility? From \_\_\_\_\_ to \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You are responsible for your own set-up, clean-up, and hospitality ( i.e., coffee, cups, silverware, etc.). You will need to come to the Parish Office before 7:00 pm Mon – Fri on the day of the event to check out the key.**

Please return this form to the office as soon as possible. You will be informed if there are any changes to the schedule you requested.

Request Status \_\_\_\_\_

Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_ By \_\_\_\_\_