

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 _____