

St. Francis Parish Church

900 H Street
Bakersfield, CA 93304
(661) 327-4734 Fax (661) 327-4930

St. Francis Parish School

2516 Palm Street
Bakersfield, CA 93304
(661)-326-7955 Fax (661) 327-0395

Request for Calendar Add or Change

Date Requested _____ **Time** ___ am/pm to ___ am/pm
(Note: It may be necessary to change dates and times for Diocesan or other unforeseen activities. We will give you as much notice as possible should your date be changed)

Church Calendar School Calendar

Add (new request) OR

Change from:

Complete this box for Changes only

Date: _____ to: _____

Location: _____ to: _____

GROUP NAME:	Number Attending:
TYPE OF FUNCTION:	
<input type="checkbox"/> Business Meeting	<input type="checkbox"/> Funeral Reception
<input type="checkbox"/> Dinner Meeting	<input type="checkbox"/> Quinceañera Reception
<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Other _____
SPECIAL EQUIPMENT NEEDED:	ART & ENVIRONMENT:
<input type="checkbox"/> Microphone	<input type="checkbox"/> Table Linens
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Environment
<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	

FACILITY REQUESTED:

C = Church MC = Mary Chapel H = Hall BR = Betenbaugh Room
 A = 417 A Street JPC = John Paul II Center SCO = St. Clare Office
 SFSC = St. Francis School Cafeteria SFS T-Lounge = St. Francis School Teachers Lounge
 Mixon 1 Mixon 2 Mixon 3 Other _____

Requested by: _____

Date: _____

Telephone: _____

Supervisor Approval: _____

Date: _____

<input type="checkbox"/> OK TO CALENDAR (as requested)	By: _____
<input type="checkbox"/> OK TO CALENDAR (with changes:)	By: _____
<input type="checkbox"/> UNABLE TO CALENDAR	<input type="checkbox"/> Date Conflict
<input type="checkbox"/> Other _____	<input type="checkbox"/> Location Conflict
	By: _____

PLEASE NOTE: This is a request only; items can ONLY be calendared by Fr. Craig, Judy Jacobs, or approved designate. It should not be assumed items are on the master calendar until an approved copy of this form is returned.

Cc: Requestor Hall Coordinator Supervisor School Principal Art & Environment