

St. Francis Parish Church
 900 H Street
 Bakersfield, CA 93304
 (661) 327-4734 Fax (661) 377-0363 or (661) 327-4930

St. Francis Parish School
 2516 Palm Street
 Bakersfield, CA 93304
 (661)-326-7955 Fax (661) 327-0395

Request for Facility/Calendar Add or Change

Date Requested: _____	Time: _____ am/pm to am/pm _____
Time of Event: _____	
<i>(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)</i>	

Church Calendar School Calendar

<input type="checkbox"/> Add (new request) OR	Date: _____ to: _____
<input type="checkbox"/> Change from:	Location: _____ to: _____
<small>Complete this box for Changes only</small>	

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"/> SFS Event _____
<input type="checkbox"/> Other _____	
SPECIAL EQUIPMENT NEEDED:	
<input type="checkbox"/> Microphone <input type="checkbox"/> Podium	<input type="checkbox"/> Erase Board
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> TV/VCR/DVD
<input type="checkbox"/> Other _____	
<input type="checkbox"/> If specific seating set-up is needed, please specify on reverse side.	

FACILITY REQUESTED:

Church Mary's Chapel Hall Betenbaugh Room SFS Daycare
 SFS Cafeteria RE Conference Room SFS Teachers Lounge
 Meeting Room A Conference Room B Meeting Room C
 Meeting Room D Brides Room Other _____

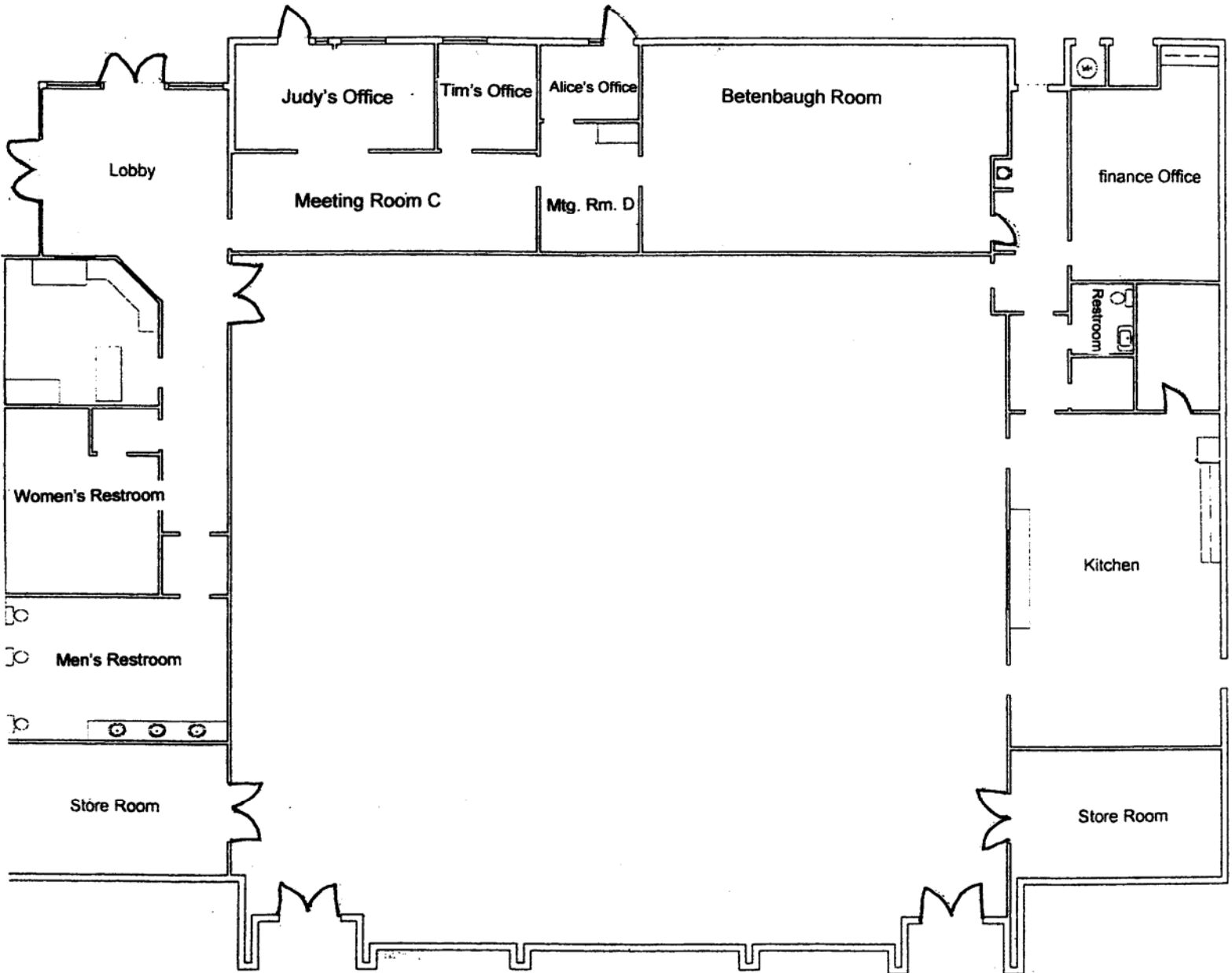
Requested by: _____ **Date:** _____
Telephone: _____
Supervisor Approval: _____ **Date:** _____

FOR OFFICE USE ONLY	
<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"/> Location Conflict
<input type="checkbox"/> Other _____	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
 Pastor's Designate

St. Francis Parish Hall



Comments: _____

