

ST. FRANCIS OF ASSISI CALENDAR/FACILITY REQUEST FORM

RECURRING REQUEST

| 1. GENERAL INFORMATION | |
|-------------------------------|--------------|
| GROUP/MINISTRY NAME: _____ | |
| CONTACT PERSON: _____ | PHONE: _____ |
| TYPE OF EVENT/FUNCTION: _____ | CELL OR HOME |

| 2. RECURRING REQUEST (EXAMPLE: SATURDAY, JANUARY 1, 2020) | |
|---|----------|
| START DATE OF RECURRENCE: _____, | _____ 20 |
| END DATE OF RECURRENCE: _____, | _____ 20 |
| SET UP TIME: _____ AM/PM TO _____ AM/PM | |
| EVENT TIME: _____ AM/PM TO _____ AM/PM | |
| CLEAN UP TIME: _____ AM/PM TO _____ AM/PM | |
| <u>RECURRENCE PATTERN:</u> | |
| <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER | |
| <u>RECUR EVERY:</u> <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH <input type="checkbox"/> 5TH | |
| <input type="checkbox"/> SUNDAY <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY | |



| 3. FACILITY REQUESTING (CHECK ALL THAT APPLY) | | |
|--|---|---|
| <u>CHURCH BUILDING</u> <input type="checkbox"/> MAIN CHURCH <input type="checkbox"/> MARY'S CHAPEL <input type="checkbox"/> ST. JOSEPH'S CHAPEL <input type="checkbox"/> BRIDAL ROOM <input type="checkbox"/> FRONT AWNING <input type="checkbox"/> GROTTA OF MARY <u>PARISH HALL BUILDING</u> <input type="checkbox"/> MAIN HALL <input type="checkbox"/> KITCHEN <input type="checkbox"/> BETENBAUGH ROOM <input type="checkbox"/> FOYER <input type="checkbox"/> BREEZEWAY PATIO <u>PARISH OFFICE BUILDING</u> <input type="checkbox"/> CONFERENCE ROOM A <input type="checkbox"/> CONFERENCE ROOM B <input type="checkbox"/> CONFERENCE ROOM D | <u>RECTORY</u> <input type="checkbox"/> FISHROOM <input type="checkbox"/> DINING ROOM <input type="checkbox"/> KITCHEN <input type="checkbox"/> CENTER COURTYARD <input type="checkbox"/> ENTRANCE PATIO <u>SCHOOL GROUNDS</u> <input type="checkbox"/> CM ENRICHMENT CENTER <input type="checkbox"/> KITCHEN <input type="checkbox"/> TEACHER'S LOUNGE <input type="checkbox"/> CLASSROOM # _____ <input type="checkbox"/> OUTDOOR CHAPEL <input type="checkbox"/> OUTDOOR GRASS AREA <input type="checkbox"/> BASKETBALL COURTS <input type="checkbox"/> OUTDOOR AWNING | <u>YOUTH CENTER BUILDING</u> <input type="checkbox"/> GYM <input type="checkbox"/> BASKETBALL HOOPS <input type="checkbox"/> AUDIO SYSTEM <input type="checkbox"/> BLEACHERS <input type="checkbox"/> MEETING ROOM 1 <input type="checkbox"/> MEETING ROOM 2 <input type="checkbox"/> KITCHEN <input type="checkbox"/> PARKING AREA |

PLEASE COMPLETE AND RETURN TO ISABEL RUIZ IN THE FACILITY OFFICE, OR BY EMAIL AT IRUIZ@STFRAN.ORG

2019

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 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 | | | | | | |
|----------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |
| | | | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
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| May | | | | | | |
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| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
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| June | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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| September | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
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| October | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
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| November | | | | | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| December | | | | | | |
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| S | M | T | W | T | F | S |
| 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 | | | | |
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