

# ST. FRANCIS OF ASSISI CALENDAR/FACILITY REQUEST FORM

## SET UP AFTER MASS REQUEST

### 1. GENERAL INFORMATION

GROUP/MINISTRY NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PURPOSE OF REQUEST: \_\_\_\_\_ CELL OR HOME

### 2. DATE & MASS TIME REQUEST (EXAMPLE: SATURDAY & SUNDAY, JANUARY 1-2, 2020)

WEEKEND REQUESTED: \_\_\_\_\_

#### CHECK ALL THAT APPLY:

SATURDAY:	<input type="checkbox"/> 5:00PM (ENGLISH)	SUNDAY:	<input type="checkbox"/> 6:45AM (ENGLISH)
	<input type="checkbox"/> 7:30PM (VIETNAMESE)		<input type="checkbox"/> 8:30AM (ENGLISH)
			<input type="checkbox"/> 10:30AM (ENGLISH)
			<input type="checkbox"/> 12:30PM (SPANISH)
			<input type="checkbox"/> 5:00PM (ENGLISH)

### 3. SET UP REQUEST

# \_\_\_\_\_ 6FT TABLES  
# \_\_\_\_\_ FOLDING CHAIRS

- SIGNS MAY BE USED, **BUT MAY ONLY BE PLACED ON OR TAPED TO YOUR TABLE.** ANY SIGNS POSTED ON ANY AREA OTHER THAN YOUR TABLE/S, WILL BE REMOVED BY MAINTENANCE AND DISCARDED.
- IF APPROVED, A COPY OF THIS REQUEST WILL BE GIVEN TO MAINTENANCE FOR YOUR REQUESTED SET UP OF TABLE/S AND CHAIRS **ONLY.**
- PLEASE COMPLETE AND RETURN TO ISABEL RUIZ IN THE FACILITY OFFICE, OR EMAIL AT [IRUIZ@stfran.org](mailto:IRUIZ@stfran.org).