

Assumption Calendar Request Form

Name of Person in Charge: _____

Phone: _____

E-Mail: _____

Room Details

DATE OF ROOM USE: _____

GROUP REQUESTING: _____

ESTIMATED NUMBER OF PEOPLE: _____

TIME OF MEETING:

REASON FOR MEETING/EVENT: _____

1st ROOM CHOICE:

- RCIA Room _____ Library _____
- Gym _____ Youth Room _____
- McGovern Hall _____

o **If using McGovern Hall - will you be using the kitchen?**

Yes or No

- Church _____
- (Rm #1) Copy Room in Rectory _____
- (Rm #2) Green Room in Rectory _____

2nd ROOM CHOICE (If the above is not available): _____

ROOM SET-UP: _____

If using McGovern Hall - please turn over this form and circle the best option for room set-up. If there is a more detailed set-up than what is on the back of this form, please attach it to this request. All room set-ups **MUST** be received at least 3 weeks in advance to John Kubiak - Maintenance.

Additional Information

- Please do not give this form directly to the Maintenance Department! It must go to the Calendar Coordinator first to get on the calendar.
- If a conflicting meeting arises, it will be reviewed with both parties, then the Parish Staff and Fr. Dennis. All decisions are final after discussed with Fr. Dennis.
- No changes to rooms can be made until discussed with Calendar Coordinator.

Date Received: _____	Date to Maintenance: _____
Date Scheduled: _____	Date Confirmed: _____
_____	_____

Revised January 2007

Please return to Jen Packard, Calendar Coordinator , in the mailbox at the rectory!
Questions? PHONE: (412) 761-6737 (home) or E-MAIL: jmpackard@comcast.net

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