

# All Souls Catholic Church

## Facility/Google Calendar Request Form

Parish Office: (407) 322-3795

Fax: (407) 322-1131

Email: [office@allsoulssanford.org](mailto:office@allsoulssanford.org)

### 1. CONTACT INFORMATION (print)

Person requesting Activity: \_\_\_\_\_

Group Name / Organization: \_\_\_\_\_

Phone numbers: \_\_\_\_\_ hm/wk/cell \_\_\_\_\_ hm/wk/cell

Email Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### 2. ACTIVITY NAME

Event Name: \_\_\_\_\_

Description of activity: \_\_\_\_\_

### 3. DATE & TIME OF ACTIVITY

Starting (mm/dd/yyyy): \_\_\_\_\_ Ending (mm/dd/yyyy): \_\_\_\_\_

Occurrence (please check):  One Time  Weekly  Every Other Week  Monthly (week of month) 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

Day of the Week (please circle): **Mon** **Tues** **Wed** **Thurs** **Fri** **Sat** **Sun**

Event SET-UP Time: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Event START Time: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm \*\*

**\*\*Clean up shall immediately follow the end of the event.**

Use of Social Hall requires the additional submission of the Set-up schematic. Please initial & attach \_\_\_\_\_

### 4. ROOMS REQUESTED

(please circle or fill in): **Church** **Chapel** **Gym/Hall** **Office Conf. RM** **Office Suite-C**

**SVDP House** **TRC** **ZOOM** **Other** \_\_\_\_\_

If a specific room is not desired, please indicate the number of people expected in the activity and an appropriate room will be assigned: \_\_\_\_\_ **# of people**

### 5. NOTES

We will check availability and request approval for your activity. Please call the office at **407-322-3795** if you do not hear from us within a week. Thank you!

Please note that Liturgical, FF and School Events supersede all other parish ministry/organization activities. It is highly unlikely, however, in the event that an Event needs to be scheduled on the day you desire, the use of a facility for your event may be canceled.

CC: \_\_\_ Liturgy/Music \_\_\_ Faith Formation \_\_\_ Facilities \_\_\_ School \_\_\_ Business Office

**Notes:** \_\_\_\_\_

### Parish Office Use Only

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Entered in Calendar by: \_\_\_\_\_ Date \_\_\_\_\_