



St. Mary of the Immaculate Conception  
 219 Bean Avenue  
 Los Gatos, CA 95030

# SPACE REQUEST

Today's Date: \_\_\_\_\_ Activity Date\*: \_\_\_\_\_ or see multi-dates

Parish Group/Organization: \_\_\_\_\_

Activity: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Time for set-up and clean-up is 30 min. unless requested: Set-Up (h/m): \_\_\_\_\_ Clean-Up (h/m): \_\_\_\_\_

*\*See reverse side to for multiple dates and to provide additional activity information*

**Space Requested:** \_\_\_\_\_ Approx # of people: \_\_\_\_\_

Hofmann Center (Mark whether you require room open or divided)

Examples:

- ABCD     AB     CD     A     B     C     D
- Howley Hall/Gym     Kitchen (Howley Hall)
- Staff Lounge     Conference Room
- Church     TK (limited access)
- Courtyard/Arbor area     Annex     BBQ
- School Library     other: \_\_\_\_\_

ABCD
------

A	C
B	D

A	C
B	D

Event Coordinator: \_\_\_\_\_

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

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

email: \_\_\_\_\_

St. Mary's Staff Person Responsible: \_\_\_\_\_

Response will be sent via email unless otherwise noted:

- Request Accepted — Upon acceptance I/We understand the following:  
*Please contact the Parish Office to arrange to pick-up the key(s). Space must be cleaned immediately after event (everything cleaned and put away, floors clean, garbages emptied, etc.). Facility use instructions are attached. Please review ahead of time and contact the parish office if you have any questions. If the space used is not left as per instructions, future use of our facilities may be reconsidered. Please contact the parish office (408.354.3726 x110) or email: mjaraya@stmaryslg.org immediately if you have to cancel or make any changes.*

Additional forms required 10 days before event date: \_\_\_\_\_

Request Denied Reason: \_\_\_\_\_

returned to Event Coordinator: \_\_\_\_\_ *\*All School Activity/Events will be reviewed and approved by School Office first*

\_\_\_\_\_ *Approved by*

