

# Holy Redeemer Catholic Church & School Facility Scheduling Form

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

## General Information

Group or Organization Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Second Choice: \_\_\_\_\_

How Many Participants Expected: \_\_\_\_\_

## Single Date Event Information

Date of Function: \_\_\_\_\_

Time: Set-up: \_\_\_\_\_ Event Beginning: \_\_\_\_\_

Event Ending: \_\_\_\_\_ Clean-up Ending: \_\_\_\_\_

## Multiple or On-Going Event Information

*Note: Schedules are set for fiscal year only (July 1 through June 30 each year)*

Dates Required: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Frequency (weekly, monthly, first Tuesday, etc): \_\_\_\_\_

Time: Set-up: \_\_\_\_\_ Event Beginning: \_\_\_\_\_

Event Ending: \_\_\_\_\_ Clean-up Ending: \_\_\_\_\_

Dates Event will *NOT* occur: \_\_\_\_\_

**If you need to make any changes to your meeting schedule, you must notify the office prior to making the change. Please do not assume that a facility is available.**

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*Office use only - Authorization: \_\_\_\_\_*

*Hall Manager: Yes \_\_\_\_\_ No \_\_\_\_\_*

*Rental Fee Applies: Yes \_\_\_\_\_ No \_\_\_\_\_ John Baggenstos \_\_\_\_\_*

*Scheduled: Yes \_\_\_\_\_ No \_\_\_\_\_*

*Comments: \_\_\_\_\_*