

OUR LADY OF THE VALLEY PARISH

REQUEST FOR USE OF FACILITIES

Please fill out the form and return to the Parish Office as soon as possible. PLEASE USE ONE FORM FOR EACH DIFFERENT CLASS OR ACTIVITY. Rooms will be reserved on a first come first serve basis.

Organization / Ministry _____

Contact Name _____

Contact Phone Number _____

Space Needed: Meeting Room Hall Kitchen Other _____

Day of the Week	Month	Date(s)	Time <small>(Space will be available ½ hour prior)</small>
<input type="checkbox"/> Sunday	<input type="checkbox"/> January		
<input type="checkbox"/> Monday	<input type="checkbox"/> February		
<input type="checkbox"/> Tuesday	<input type="checkbox"/> March		
<input type="checkbox"/> Wednesday	<input type="checkbox"/> April		
<input type="checkbox"/> Thursday	<input type="checkbox"/> May		
<input type="checkbox"/> Friday	<input type="checkbox"/> June		
<input type="checkbox"/> Saturday	<input type="checkbox"/> July		
	<input type="checkbox"/> August		
	<input type="checkbox"/> September		
	<input type="checkbox"/> October		
	<input type="checkbox"/> November		
	<input type="checkbox"/> December		

Publish this activity in the bulletin: Yes No

DESCRIPTION OF CLASS OR ACTIVITY

Please note:

- ✓ Attach a copy of Room Set-Up Form if you have specific needs.
- ✓ Please notify Parish Office of any cancellations or changes
- ✓ Room assignments may change when remodeling is completed

OFFICE USE ONLY	Assigned: <input type="checkbox"/> 208 <input type="checkbox"/> 210 <input type="checkbox"/> 213 <input type="checkbox"/> 225 <input type="checkbox"/> Hall <input type="checkbox"/> Kitchen
	Entered: Date _____ By _____ <input type="checkbox"/> Copy to Group