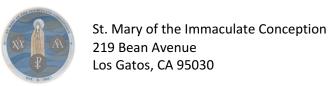


SPACE REQUEST

Today's	Date:		į.	Activity Date*:			or see multi-da	ates						
Parish G	Group/Organization:													
Activity														
Time:	From:			To:										
Time for se	et-up and clean-up is 30 min.	unless requested:	Set-U _l	o (h/m):		Clear	า-Up (h/m):							
	*See reverse side to for multiple dates and to provide additional activity information													
Space Requested:			Approx # of people:											
000000		0000	Kitchen Confere TK (limited Annex other:	A OB (Howley Hall) nce Room	(c)	C BBQ	O D	ABCD A C B D						
	(11)	(w)			(c)									
email:														
St. Mary	's Staff Person Respo	nsible:												
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:														
○ Rec	uest Denied Reason:													
returned to Event Coordinator: *All School Activity/Events will be reviewed and approved by School Office first														
					Appro	ved by								



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						Page							
Please add additional dates you are requesting below:													
Consecutive Dates:	Begin:		End:	End:									
Weekly (check days that apply):	Begin:		End:	End:									
М	Tu	W	Th	Fr	Sat	Su							
Note any date exceptions below													
Monthly (check days that apply): Begin: End:													
М	Tu	W	Th	Fr	Sat	Su							
Note any date exceptions below													
List date exceptions below:													

Return form to Parish Office

Comments: