

St. Raphael Catholic Church Facility Request

Today's Date _____ Contact Person _____

Contact Phone _____ Contact Email _____

Ministry organizing the event _____

Event Name _____

Check the facility/area you are requesting:

- | | | |
|--|--|--|
| ☐ Church | ☐ Narthex | ☐ Parish Center |
| ☐ 1 st Fl. Conf. Rm--Parish Office | ☐ Msgr Caverly Hall | ☐ Parish Field |
| ☐ 2 nd Fl Conf. Rm A--Parish Office | ☐ Spanish/Tech Room | ☐ Parish Center Kitchen |
| ☐ Classrooms | ☐ Courtyard | ☐ Parish Center Stage |
| ☐ 2 nd Fl. Conf. Rm B--Parish Office | ☐ Youth Room | ☐ Other |

Date(s) Needed (Be sure to include set-up) _____

Recurring Events (monthly, weekly, 1st Sat., etc.) _____

Number of Attendees expected: _____

Calendar for July 2024–June 2025 (United States)

July 2024	August 2024	September 2024	October 2024	November 2024	December 2024
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31

January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
1 2 3 4	1	1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30

Reserve Facility from Start Time _____ am/pm to End Time _____ am/pm

Event will begin for attendees at _____ am/pm

Event will end for attendees at _____ am/pm

Please email requests to: info@st-raphaels.com

NO DATE(S) are confirmed until you are contacted by the Parish Office.

Each Event is responsible for their own set up and tear down. Please leave the meeting facility as you find it.

Submitted by _____

Date _____

Office Use		
Date Received:	Date Entered:	Contact Notified: