



Most Blessed Sacrament Catholic Church

ROOM REQUEST FORM

Submit: info@mbs.church
or the Parish Office

MINISTRY	DATE		
EVENT NAME	CONTACT PERSON		
EMAIL	PHONE NO.		
ROOM REQUEST	NO. OF ATTENDEES		
START TIME	END TIME	SET UP TIME	CLEAN UP END TIME

Room availability time
Monday - Friday 9AM-9PM
Saturday 9AM-7PM Sunday 8AM-5PM
Requests can only be made six months in advance.

No events are permitted during
Dates designated by the Pastor Parish-wide events,
Holy Week (Palm Sunday through Easter Sunday)
The Parish reserves the right to deny or revoke any
reservation at its discretion

CIRCLE REQUEST DATE(S)

2026	July	August	September	October
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
	1 2 3 4		1 2 3 4 5	
5 6 7 8 9 10 11		2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
12 13 14 15 16 17 18		9 10 11 12 13 14 15	13 14 15 16 17 18 29	11 12 13 14 15 16 17
19 20 21 22 23 24 25		16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
26 27 28 29 30 31		23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
		30 31		
November	December	2027	Januray	February
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7			1 2	1 2 3 4 5 6
8 9 10 11 12 13 14	1 2 3 4 5	3 4 5 6 7 8 9		7 8 9 10 11 12 13
15 16 17 18 19 20 21	6 7 8 9 10 11 12	10 11 12 13 14 15 16		14 15 16 17 18 19 20
22 23 24 25 26 27 28	13 14 15 16 17 18 19	17 18 19 20 21 22 23		21 22 23 24 25 26 27
29 30	20 21 22 23 24 25 26	24 25 26 27 28 29 30		28
	27 28 29 30 31	31		

Special instructions:

☐ Space NOT AVAILABLE . Please contact the office for alternate date and time

APPROVAL	Pastor:	Date	NOTES
	Facility Manager:	Date	
	Scheduler:	Date	
	Liturgy (If Applicable):	Date	