



**SACRED HEART, BATTLEGROUND  
ST MARY, RIDGEFIELD  
ST JOSEPH, YACOLT**

## Request to Schedule Parish Activity

◇ Sacred Heart

◇ St. Joseph

◇ St. Mary

Group: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Requested By: \_\_\_\_\_

Desired Date(s): From \_\_\_\_\_ To \_\_\_\_\_

Day of the Week: Sun \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_

Reserve Time: From \_\_\_\_\_ m To \_\_\_\_\_ m

Room(s) Requested:

Sanctuary \_\_\_ Hall \_\_\_ Sanctuary/Hall \_\_\_ Kitchen \_\_\_ Classroom 1 \_\_\_ 2 \_\_\_ 3 \_\_\_

Contact: \_\_\_\_\_ Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Key Needed \_\_\_ Yes \_\_\_ No

Staff Involved: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

For Office Use:			
Date Approved: _____	Date Entered on Calendar: _____	By: _____	
Key #: _____	Issued to: _____	Date: _____	By: _____