Ss. Robert and William 2010-2011 Calendar Request Form

Please list recurring dates .

Month	Date	Day of Week	Location	**Time Begin**	Time End	Event	Set-up Time/ Equipment, Special Needs	Office use only: Accept/Reject Initial

Locations: **CAS**-Knights' Castle, **CGS**-Church grounds, **CHB**-Church basement, **CHR**-Church, **GRV**-Grove, **GYM**-Gym, **UC**-Ursuline Chapel, **JPII-John Paul II**/Parish Office Conference Room, **SHMR (Sacred Heart Meeting Room /**Rectory Dining Room, SA/Small Rectory Meeting Room, **SCH**-School, **HSP** School Hospitality Room, **UPH**-Upper Hall

Re: Special Needs, Set-ups: ***Organizations are responsible for event set-up, decorating, cleaning and take-down***.

. Set-up time is the time needed before the event begins for your set up.

CHANGE REQUEST FORMS AVAILABLE AT RECTORY OFFICE.