

PARISH FACILITY USE REQUEST
FOR ALL EVENTS TO BE ADDED TO THE PARISH CALENDAR

Saint Paul Catholic Church
9240 Damascus Road, Damascus, MD 20872

Submitted By: _____ Date: _____

Phone Number: _____ E-Mail Address: _____

Preferred Method of Confirmation Receipt: Phone [] E-Mail []

Event Description: _____

Please check the type of request:

New [] Addition [] Change [] Deletion []

Date(s): _____ Day of the Week: _____

Set-up/Clean-up Time: _____ to _____

Actual Event Time: _____ to _____

This event is: (Check one) Single Use [] Monthly [] Weekly []

If monthly or weekly, projected end date: _____

Location Desired (Please number choices 1, 2, 3 within the brackets):

Church Hall [] Norris Chapel [] Church []

Conf. Room I [] Conf. Room II [] Narthex []

All Purpose Room (in Church) []

Please deliver or mail to the Parish Office at the above address, to the attention of
Kathy Van Horn. Or email to: calendar@stpauldamascus.org.

Date added to Calendar: _____

Confirmation Sent: _____