

# *St. André Bessette Facility Scheduling Request Form*

**Please, only requests from parish groups for church related activities and events.**

Today's Date: \_\_\_\_\_

- Event Type:  NEW REQUEST  
 CANCEL a scheduled event  
 CHANGE a scheduled event

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Will you need additional time for set up and breakdown to be added to your request? If yes please include the time needed here:

\_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Will you need use of a kitchen? \_\_\_\_\_

Office Use: Received By: \_\_\_\_\_ Date Confirmation Sent: \_\_\_\_\_

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