



## SCHEDULING REQUEST FORM

Please fill out this form to request the use of facilities during the period of **March 1, to June 30, 2021 ONLY**. All events are subject to St. Mary's Covid Safety Protocols published on the St. Mary's website's "Covid-19 Campus Updates" page-St. Mary's Parish Center section. Please provide the following scheduling information.

<b>Application</b> Date:	Event Name (Optional)
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**Organization:**

**Contact Person:**

<b>Phone:</b> Home	<b>Phone:</b> Cell
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**Email:**

<b>FACILITY</b> of Choice	Facility 2 <sup>nd</sup> Choice
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**DATE of Event**

From:	To:
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**TIME of Event**

STARTS	ENDS		
At:	At:	AM   PM	AM   PM
SETUP:	CLEANUP:	AM   PM	AM   PM

**FREQUENCY** of Event? Daily | Weekdays | 2<sup>nd</sup> Tuesday | Monthly, etc. – use reverse side additional space.

**EXCEPTIONS** to Event Frequency? Certain Dates | Months, etc. – use reverse side additional space.

**Other Comments:** Special Setup? Number of Tables, Chairs, etc. – use reverse side additional space.

Please return this completed form to the Parish Office at your earliest convenience. Either emailed to [rectory@stmaryswormville.org](mailto:rectory@stmaryswormville.org) or dropped off using the convenient Parish Office Main Door Mail Slot. You will be contacted about any scheduling questions and notified within two (2) weeks with an event schedule confirmation. If there are any changes to this request, please contact the Parish Office, as soon as possible.

ST. MARY'S CHURCH  
6919 Transit Rd . East Amherst, NY 14051 | Phone: 716-688-9380  
[www.stmaryswormville.org](http://www.stmaryswormville.org)

02-18-21/mo

Office Use Only: Date Rec;d:	Priority:	Date Scheduled:	Schedule Emailed:	Other:
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