



St. Mark Catholic Church

2727 W. Tangerine Rd.
Tucson, AZ 85742

Courtyard Request Form

Please fill out this form with your request for use of a table(s) in the courtyard. It is important that you fill out form completely. By requesting the use of Parish facilities, you acknowledge that you have read and will adhere to the Facility Schedule Protocol.

Today's Date _____ Contact Person _____

Event Name _____

Organization _____

Email _____

Phone _____ Cell Phone _____

Date(s) requested _____

Mass: Saturday 5:00 pm Sunday 7:30 am 9:30 am 11:30 am

Number of tables & chairs _____

NOTE: You will be responsible for setting up and taking down tables and chairs

Complete form may be dropped off at the parish office or emailed to childsafety@stmarkov.com. You will be informed if there are any changes to the schedule you requested. If there are any changes to this request, please contact the office as soon as possible.

OFFICE USE ONLY

Date Received _____ Date Entered _____ Confirmation Email Sent: yes no Initials _____

Revised 11/4/16