



St. Mark Catholic Church

2727 W. Tangerine Rd.
Tucson, AZ 85742

Scheduling Request Form

Please fill out this form with your request for use of facilities. It is important that you fill out the 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 _____

What facility do you wish to use? 1 = First choice 2 = Second Choice 3 = Third Choice

Church Parish Hall Family Room (Church) Music & Worship (Church) Chapel

Chapel Cry Room Narthex (Church) Other _____

Dates required from _____ to _____

Time from _____ to _____

Setup _____ Cleanup _____

Frequency (daily, weekly, monthly, etc.)

Any exceptions to frequency? (Specific date, month, etc.)

Other comments (number of tables, 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