



# St. Mark Catholic Church

2727 W. Tangerine Rd.  
Oro Valley, 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 [calendar@stmarkov.com](mailto:calendar@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 11/30/17