



St. Mark Catholic Church

2727 W. Tangerine Rd.
Oro Valley, AZ 85742



Room/Courtyard 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 agree to returning the room to its standard configuration.

Today's Date _____ Contact Person _____

Event Name _____

Group/Ministry Name _____

Email _____ Phone _____

Would like this event to be promoted? (Check all sources you wish the event to promoted on)

- Bulletin Website Facebook TV slides Pulpit Announcement Homily

NOTE: Promotion will begin 2 weeks prior to event unless otherwise informed. Specific details for the bulletin can be sent to Bullentin@stmarkov.com, otherwise we will create an ad for you.

What facility do you wish to use?

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

- Chapel Cry Room Church Cry Room Narthex Other _____

NOTE: Be aware that space may not be available in the room of your choice. We will make every effort to accommodate your specific needs.

Date(s) requesting _____

Frequency One Time Event Daily Weekly Monthly Other _____

Time Requested Start Time _____ End Time _____

Do you need time for Set-Up/Clean Up? Yes No

Setup Time _____ Cleanup Time _____

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

Courtyard Request:

- 5:00 PM Mass 7:30 AM Mass 9:30 AM Mass 11:30 AM Mass

Date(s) requesting _____

Number of Tables & Chairs _____

Complete form may be dropped off at the parish office or emailed to 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 _____