

Ss. Robert and William 2010-2011 Calendar Request Form

Please list recurring dates .

Month	Date	Day of Week	Location	Time Begin	Time End	Event	Set-up Time/ Equipment, Special Needs	Office use only: Accept/Reject Initial

Locations **CAS**-Knights' Castle, **CGS**-Church grounds, **CHB**-Church basement, **CHR**-Church, **GRV**-Grove, **GYM**-Gym, **UC**-Ursuline Chapel,
JPII-John Paul II/Parish Office Conference Room, **SHMR** (**Sacred Heart Meeting Room** /Rectory Dining Room, **SA**/Small Rectory Meeting Room, **SCH**-School,
HSP School Hospitality Room, **UPH**-Upper Hall

Re: Special Needs, Set-ups: ***Organizations are responsible for event set-up, decorating, cleaning and take-down.***

. Set-up time is the time needed before the event begins for your set up.

CHANGE REQUEST FORMS AVAILABLE AT RECTORY OFFICE.