

St. Patrick Church Event/Meeting Request Form

The purpose of this form is to officially reserve date(s) and locations for an event or meeting at St. Patrick Catholic Church.

Today's Date: _____

Name of Event/Meeting	
Ministry/Organization/Committee	
Requested Date & Time	
Contact Name, Number & Email	

Requested Location: (✓)	
<input type="checkbox"/> Parish Hall <input type="checkbox"/> Church <input type="checkbox"/> Chapel <input type="checkbox"/> Parish Grounds: _____ (list area)	
<input type="checkbox"/> Parish Ministry Small Conference <input type="checkbox"/> Parish Ministry Large Conference	
<input type="checkbox"/> School: _____ (list area)	
If Event/Meeting is Reoccurring, please indicate (✓)	
<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Monthly	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

Target Audience	
Anticipated Number of Participants	
Purpose/Goal of Event	
Ticket/Admission Price (if applicable)	

Office Use Only:		Date Received _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, Reason _____		
Fr. Larry Young, Pastor	Signature _____	Date _____
This event has been disseminated to:		
<input type="checkbox"/> Master Calendar	<input type="checkbox"/> Web Calendar	<input type="checkbox"/> Finance Council
<input type="checkbox"/> Pastoral Council	<input type="checkbox"/> Sunday Bulletin Editor	<input type="checkbox"/> Parish Bulletin Board

If you have any questions, please call 510.799.4406 or email parishoffice@stpatrickrodeo.org