

Facility Reservation Form Today's Date

Circle the Requested date(s) Please let us know if you decide to cancel

July '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

September '25						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
S	M	T	W	T	F	S
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26	27	28	29	30	31	

November '25						
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30						

December '25						
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28	29	30	31			

January '26						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

February '26						
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March '26						
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29	30	31				

April '26						
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May '26						
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24	25	26	27	28	29	30
31						

June '26						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Event Name _____ Contact _____

Phone _____ email _____

Name of Facility Requested _____ No of People: _____

Start Time _____ am/pm End Time _____ am/pm Additional for set-up _____ Additional cleanup time _____

Doors will unlock 15 minutes prior to your event and for security purposes re-lock 20 minutes after your event has begun unless otherwise requested. Special Door Request: Please unlock doors at _____ am/pm Please lock doors at _____ am/pm Each room has its own audiovisual equipment, so it is not necessary to reserve it. SMM Staff, please contact our I.T. person if you need help or instructions. Parish Groups, please contact your staff liaison.

The Available Rooms are Lib. Meeting Room, Spirituality Center Main, Spirituality Center Back, Spirituality Center Living Room, Pac, Gym, Cafeteria, Church, Teacher's Lunchroom and Junior High Resource Room.

Circle requested doors to be open for entry to event (Electronic Door System) 1. Front School, 2. West Side School, 5. Front Pastoral Center 13. Pastoral Center Rear, 21. Gym, 25. PAC Front (Shelbyville Rd. Side) 22. PAC Rear. (Parking lot side) Breezeway Door, Sacred Heart Spirituality Center **REQUIRES CODE FOR THE KEYPAD Which WILL Be GIVEN TO YOU PRIOR TO YOUR EVENT.** Please note: Due to variety of Parish Activities, your preferred time and space may not be available. We will do our best to accommodate all requests. Please notify the Parish Office of any cancellations so that your reserved space can be made available to others and we do not unlock door unnecessarily.

Color Key: Blue Holy Day, Yellow School is Out, Red Parish Office is Closed, Green is Early Dismissal, Purple Holy Week