

OLPH Schedule  
REQUEST FORM

Please use this form to request the use of facilities during the coming year.

*Please fill out complete information!*

Questions: nmaterna@ourladyofperpetualhelp.net Date:

ORGANIZATION:

EVENT TITLE:

DOES THIS EVENT REQUIRE CHILDCARE? Yes No

CONTACT PERSON:

PHONE:

CONTACT'S EMAIL:

EVENT DATES- From: To:

EVENT TIMES- Begin: End:

ROOM REQUESTED: (not guaranteed)

Number of attendees:

How much Prep-up time needed:

How much Clean-up time needed:

No change in reg. set-up :

Frequency: Weekdays: Mon thru Fri ( )

Daily: M ( ) T ( ) W ( ) TH ( ) F ( ) Sat ( ) Sun ( ) (check all days that apply)

Weekly: M ( ) T ( ) W ( ) TH ( ) F ( ) Sat ( ) Sun ( ) (check all days that apply)

Monthly: ( ) (example: 2nd Tuesday each month)

Comments:

Click to Submit

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Our Lady of Perpetual Help Church  
(614) 875-3322