



St. Mary's Church  
 219 Bean Avenue  
 Los Gatos, CA 95030  
 408.354.3726 fx: 408.354.9302

# Space Request 2011-12

Today's Date: \_\_\_\_\_ Activity Date\*: \_\_\_\_\_

Parish Group/Organization: \_\_\_\_\_

Activity: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Unless requested time for set-up and clean-up is 30 min.

Time needed for: Set-Up: \_\_\_\_\_ Clean-Up: \_\_\_\_\_

*\*See reverse side to for multiple dates and to provide additional activity information*

**Space Requested:** \_\_\_\_\_ Approx # of people: \_\_\_\_\_

Hofmann Center (Mark whether you require room open or divided)

ABCD     AB     CD     A     B     C     D

EXAMPLES:

ABCD
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Howley Hall                       Kitchen (Howley Hall)  
 Staff Lounge                       Conference Room  
 Church                                 Cougar's Corner (new bldg.)  
 Courtyard/Arbor area             other: \_\_\_\_\_

A	C
B	D

Event Coordinator: \_\_\_\_\_

A	C
B	D

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

email: \_\_\_\_\_

St. Mary's Staff Person Responsible: \_\_\_\_\_

Response will be sent via email unless otherwise noted:

Request Accepted:

*Please contact the Parish Office to arrange to pick-up the key(s). Facility use instructions are attached. Please review ahead of time and contact the parish office if you have any questions. If the space used is not left as per instructions, future use of our facilities may be reconsidered. Please contact the parish office (408.354.3726) or email: cgannon@stmaryslg.org immediately if you have to cancel or make any changes.*

Additional forms required 10 days before event date: \_\_\_\_\_

Request Denied

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

returned to Event Coordinator: \_\_\_\_\_

*See reverse side to have event posted to our Website, Facebook page and/or our eNewsletter*



# Space Request 2011-12

Please circle additional dates you are requesting below:

July 2011							August 2011							September 2011							October 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
31																											

November 2011							December 2011							January 2012							February 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29			

March 2012							April 2012							May 2012							June 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

Post Event to the following media:



website



Facebook page



eNewsletter