



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

# Space Request 2010

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     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: \_\_\_\_\_



# Space Request 2010

Please circle additional dates you are requesting below:

<b>2009</b>																							
<b>July</b>						<b>August</b>						<b>September</b>											
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
				1	2	3	4							1				1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30							
							30	31															
<b>October</b>						<b>November</b>						<b>December</b>											
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12			
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19			
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26			
25	26	27	28	29	30	31	29	30	27	28	29	30	31										

<b>2010</b>																													
<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	28	28	29	30	31	25	26	27	28	29	30												
31																			25	26	27	28	29	30					
<b>May</b>							<b>June</b>							<b>July</b>							<b>August</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31									
30	31																												
<b>September</b>							<b>October</b>							<b>November</b>							<b>December</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4					1	2				1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31									

If you would like additional information (such as name, number and/or email to contact; URL for more info, etc) to appear on the Parish Calendar about your event please note below: