



St. Mary of the Immaculate Conception
 219 Bean Avenue
 Los Gatos, CA 95030

SPACE REQUEST

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)*

Examples:

- ABCD AB CD A B C D
- Howley Hall Kitchen (Howley Hall)
- Staff Lounge Conference Room
- Church Cougar's Corner *(new bldg.)*
- Courtyard/Arbor area Annex BBQ
- School Library other: _____

ABCD

A	C
B	D

Event Coordinator: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: (h) _____ (w) _____ (c) _____

email: _____

St. Mary's Staff Person Responsible: _____

A	C
B	D

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 x110) or email: llawson@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: _____



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Please circle additional dates you are requesting below:

Space Request 2017-18 (Jul 2017–Jun 2018)

July 2017

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 2017

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		

September 2017

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

October 2017

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				

November 2017

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		

December 2017

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						

January 2018

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			

February 2018

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			

March 2018

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

April 2018

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					

May 2018

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		

June 2018

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

Jul 4, 2017	Independence Day	Dec 24, 2017	Christmas Eve	Mar 30, 2018	Good Friday (Many regions)
Sep 4, 2017	Labor Day	Dec 25, 2017	Christmas Day	Apr 1, 2018	Easter Sunday
Oct 9, 2017	Columbus Day (Most regions)	Dec 31, 2017	New Year's Eve	Apr 2, 2018	Easter Monday
Oct 31, 2017	Halloween	Jan 1, 2018	New Year's Day	Apr 13, 2018	Thomas Jefferson's Birthday
Nov 10, 2017	Veterans Day (observed)	Jan 15, 2018	Martin Luther King Jr. Day	May 13, 2018	Mother's Day
Nov 11, 2017	Veterans Day	Feb 14, 2018	Valentine's Day	May 28, 2018	Memorial Day
Nov 23, 2017	Thanksgiving Day	Feb 19, 2018	Presidents' Day	Jun 17, 2018	Father's Day