



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

# SPACE REQUEST

Today's Date: \_\_\_\_\_ Activity Date\*: \_\_\_\_\_ or see multi-dates

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

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

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

Time for set-up and clean-up is 30 min. unless requested: Set-Up (h/m): \_\_\_\_\_ Clean-Up (h/m): \_\_\_\_\_

*\*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/Gym       Kitchen (Howley Hall)
- Staff Lounge       Conference Room       Blacktop
- Church       TK (*limited access*)
- Courtyard/Arbor area       Annex       BBQ
- School Library       other: \_\_\_\_\_

ABCD
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A	C
B	D

A	C
B	D

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

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 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: \_\_\_\_\_ *\*All School Activity/Events will be reviewed and approved by School Office first*

*Approved by*

