

ST. ANNE'S CATHOLIC CHURCH
CALENDAR RESERVATION REQUEST



ROOM / SPACE:
 (Please check one)

OFFICE BUILDING	
Bishop's Room	
Dining Room	
Front Conference Room	
Music Room	
Skillin Building	
Youth Room	
CHURCH	
Main Church	
Chapel	
HALLS	
St. Anne's Hall	
Dominican Hall	

Please Note

By filling out this form it DOES NOT automatically reserve the room/space you have requested. The Parish Secretary will let the contact person know if the space was reserved or not.

Please let the Parish Secretary know if there are any changes to your event, so that the calendar records can be updated.

Reservations for Dominican Hall need to be done through the School office. To have your event placed on the Online Calendar, please fill out this form and return to the Parish Secretary.

Date of Event:	
Title of Event:	
Description of the Event:	
What time would you like to SET-UP?	
Event's Beginning Time:	
Event's Ending Time:	
What time will you be done with CLEAN-UP?	

Contact Person:	
Contact #:	
E-Mail:	

PLEASE NOTE

Every group requesting the use of a room/space of our facilities is responsible for the Set-Up (chairs, tables, food area, etc.) and Clean-Up of their event.

Once you have completed this form please return it to the Parish Secretary at 215 W. Walnut St., Lodi, CA or via email at lbosche@stannes-parish.org

For Parish Office Use ONLY	
Event cleared on Parish Calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	By: _____
Event Entered in Google Calendar:	
Date: _____	By: _____