

CALENDAR RESERVATION REQUEST

Our Lady of Lourdes Church, St. Anne Church, Seton School (*circle one, one please*)

Please complete this form and return it to:

Gail Layer for Seton, or

SA: Robert Layer, rlayer@dor.org or OL: JCummings@dor.org at Cluster Office, 150 Varinna Dr, 14618

Actual Event day/date:

Actual start/end time:

Set-up/Take-down Time:

Times you want the doors set:

Usually opened 1/2 hour before and after the event starts

Actual room(s) requested:

Anticipated attendance:

Complete Name of Event:

(i.e. New Horizons Summer Concert)

Group's Name:

(i.e. Eastman School of Music)

Group Contact Person's Name:

Contact's Info:

Complete Mailing Address

Email Address

Contact's Phone #:

Home

Alternative (Work or Cell)

Set-Up Needs:

(# of tables, chairs, etc.)

Submitted by:

Name

Phone Number

Today's Date:

Entered into EMS by:

Robert

Date

Quoted Rental fee, where applicable
