

# Facilities Request Form - Saint Katharine Drexel Church - Frederick, Maryland

## Event Details

Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Set-Up Time \_\_\_\_\_ Start Time \_\_\_\_\_

Ending Time \_\_\_\_\_ Walk Out Time \_\_\_\_\_

**Circle dates needed for event(s) on the calendar to the right**

## Circle Space Requested

### School

McElroy A*	Conference Room
McElroy B*	Atrium
Kitchen	Chapel
Media Center	Stage
Music Room	
* If requesting McElroy A & B, wall open?	<b>Y</b> <b>N</b>

### Church

Nave (Worship Space)	Kate's Kids
Narthex/Kate's Café/Drexel Place	Nursery
Kitchen	Library
Brockway Room	Parlor

Any space used should be left as it was found. Groups are responsible for set-up and clean-up. Any questions, call Kathy Tolino in the parish office at 301-360-9581.

### For internal use:

Date request received: \_\_\_\_\_

Date added to calendar: \_\_\_\_\_

## 2020-2021

Jul-20							Aug-20							Sep-20									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
				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															
Oct-20							Nov-20							Dec-20									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
					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										
Jan-21							Feb-21							Mar-21									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
						1	2			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			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27			
24	25	26	27	28	29	30	28	28	29	30	31	28	29	30	31								
31																							
Apr-21							May-21							Jun-21									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
					1	2	3						1				1	2	3	4	5		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30							
							30	31															