

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? **Y** **N**

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 Rachel Murtha in the parish office at 301-360-9581.

For internal use:

Date request received: _____

Date added to calendar: _____

2021-2022

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