

# St. Bridget Catholic Church Facility Request Form 2009-2010

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- This form must be completed in its entirety before consideration of your request is made.
- Return this form to the Parish Office via fax, an email attachment, or in person at least **one week** prior to the event/meeting date.

Today's Date: \_\_\_\_\_

Person making request: \_\_\_\_\_  
Please Print

Ministry/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Number of participants \_\_\_\_\_

START TIME: \_\_\_\_\_ Set Up: \_\_\_\_\_ Min. END TIME: \_\_\_\_\_ Clean Up: \_\_\_\_\_ Min.

Room(s) requested (Please Circle all rooms requested):

PC (whole parish center)

CH (church)

CHAP (chapel)

COLL (collins hall)

CR (conference room)

SC (spirituality center)

K (main kitchen)

P (plaza)

N (nursery)

OFF (offsite)

T (tables outside of mass)

Classrooms 3, 4, 5, 6, 7, 8

Date(s) Requested:

One time only date: Day of Week: \_\_\_\_\_ Month/Day/Year \_\_\_\_\_

Multi Dates: (Check items that apply)

\_\_\_\_ Daily

\_\_\_\_ Every

\_\_\_\_ Sunday

\_\_\_\_ Weekly

\_\_\_\_ Every Other

\_\_\_\_ Monday

\_\_\_\_ Every Third

\_\_\_\_ Tuesday

\_\_\_\_ Every Fourth

\_\_\_\_ Wednesday

\_\_\_\_ Every Fifth

\_\_\_\_ Thursday

\_\_\_\_ Friday

\_\_\_\_ Saturday

\_\_\_\_ Date of the Month

\_\_\_\_ (1-31st)

\_\_\_\_ Sunday

\_\_\_\_ Day of the Month

\_\_\_\_ First

\_\_\_\_ Monday

\_\_\_\_ Second

\_\_\_\_ Tuesday

\_\_\_\_ Third

\_\_\_\_ Wednesday

\_\_\_\_ Fourth

\_\_\_\_ Thursday

\_\_\_\_ Last

\_\_\_\_ Friday

\_\_\_\_ Saturday

DATE RANGE: (Month/Day/Year) \_\_\_\_\_ through (Month/Day/Year) \_\_\_\_\_

ADDITIONAL DATES: \_\_\_\_\_ DELETE DATES: \_\_\_\_\_ (holiday etc...)

If more space is needed please use back of form.

See back for equipment needed and room setup.

