

Event Request

Contact Information:

Contact Person

Phone

Email

Please Send Completed Forms to:

Email:

calendar@smoy.org

Post:

Attn: Event Request
9499 Columbia Road
Loveland, OH 45140

Event Information:

- **No event that contradicts Catholic Teaching will be considered.**
- Facility availability is limited. Please submit all requests well in advance of your event.
- You will only be contacted if there is a conflict or issue with your request. You may verify your event by checking the online calendar 2 weeks after submission of your request.

Sponsoring Ministry/Group

Date(s)

Event Name

Description / Purpose of Event

Type

- Private
*(activities limited to members of
and special guests of group)*
- Public
(activities open to general public)

Participants

- Adult Activity
- Youth Activity
*(Please submit names of your adult
volunteers. Adult volunteers must be
compliant with Virtus regulations)*

Time

Number of Participants Expected: _____

Facilities

(select all that apply, please note we will do our best to fulfill request but you may not get your preference. Please check parish calendar to get an idea of what rooms may be available for the date you want)

Church Building

- Church (CH)
- Day Chapel (DC)
- Fr. Brooks Hall (FBH)
- Fr. Obermeyer Room (FOR)
- Fr. Kreidler Conference (FKC)
- Fr. Roettele Room (FRR)
- Fr. Schmidt Conference (FSC)
- Gym
- Hospitality Room (HOR)
- Multi Purpose Room (MPR)
- MPR Kitchen (MK)
- St. Margaret Room (SMR)
- York Room (YR)

School Building

These rooms are only available from 3–5pm weekdays during the school year.

- Classroom151 (C151)
- Classroom152 (C152)
- Classroom153 (C153)
- Classroom 234 (C234)
- Classroom 251 (C251)
- Classroom 252 (C252)
- Classroom 253 (C253)
- Music Room (MR)

Resource Request

(Please specify number and quantity of tables, chairs, or other parish resources that are requested for your event, if we cannot provide something you will be notified. **Set up, tear down, and clean up** is the responsibility of the ministry requesting space. Groups who do not clean up after their events may lose their privileges to utilize space on campus. Please leave the facility better than you found it. Thank you.)

Audio/Visual Services

(additional fees may be required for this service, please call parish office for details.)

Notes

Office Use Only:

Calendar Approval:

(name)

(date)

Date Request was Received:

Information provided to TDG:

- Yes
- N/A

Date: _____