



Event Request

If filling in digitally please be sure to save before you send. Thank you!

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: _____

