

July 2024 thru June 2025 Parish Calendar Request Form

Please fill out this form with your request for use of facilities and to be included on the Parish Calendar

Date _____
Organization _____
Event Name _____
Contact Person _____
Contact's Phone Number _____
Contact's Email Address _____

Event Information:

What Facility? _____
Second Choice? _____
How many people _____
What day (s) do you require? _____
What is the start time; include AM /PM _____
What is the end time; include AM/PM _____
Set-up time (for example, 30 minutes before event begins) _____
Clean up time (for example, did you re-arrange or serve food) _____
What frequency? (Daily, every 3rd Tuesday, monthly, etc.) _____
Any exceptions to the frequency? (Do you skip when on a holiday?) _____
Other comments: _____

Return to:

MAIL: OLG Church
Attn: Daisy Cepeda
615 Talma Street
Aurora, IL 60505

FAX: 630-851-4069

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