

HOLY SPIRIT CATHOLIC CHURCH

Facility Scheduling Form

Please complete this form and return it to our Facility Scheduler

Email: facilities@holyspiritfv.org



Date Received: _____

Ministry/Organization: _____

Contact Person: _____

Phone: _____ Email: _____

Purpose of Gathering: _____

Facility Requested	Date		Time		# of People	Frequency (Weekly/Monthly?)	Notes <i>Ex: Will there be food, mass, entertainment, etc.</i>
	Start	End	Start	End			

Beatitudes of Facility Usage:

- Blessed are you who keeps our facility clean.
- Blessed are you who notify our custodian of any broken furniture or equipment at (714) 389-8970.
- Blessed are you who take out the trash, put tables and chairs away and tidy up the place for the next group to use.

...For theirs is the Kingdom of Heaven.

17270 Ward Street, Fountain Valley, CA 92708

Tel: (714) 963-1811 * Fax: (714) 968-1775 * www.HolySpiritFV.org