



Nativity of the Blessed Virgin Mary Church
Harris Hill Road and Main Street, Williamsville, NY 14221

Calendar Room Request of Facilities

Requestor (please print) _____

Home Phone _____ Cell Phone _____ Email _____

Nativity Organization _____
(School, School Athletics, RCIA, Church....)

(What) Event Name _____

(When) Date of Event _____ Start Time _____ End time _____
Does the event repeat? _____ (Daily, Weekly, Monthly, Frequency)
Repeats until _____

(Where) _____
(Msgr Paa Social Center, Gym, Cafeteria, Rectory, Church, School Class Rm#)

Description _____

Setup Requirements _____

Attach additional instructions as necessary. Any questions or to notify of the cancellation of an event or activity should be called into 810-0538 at least 24 hours in advance.

***** I acknowledge that I am responsible for the appropriate behavior and actions of my group and that I will ensure that the facility is left clean and in good condition at the end of the event.**

Sign _____ Date _____

Contact Karen at Karen@nativityharrishill.org or 716-632-8838 to confirm after paperwork is submitted. Anyone renting Paa Ctr. for use outside of facility, there is an additional form and \$50.00 fee for the Paa Ctr. for private use.