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.