

St. Mary of Sorrows Church  
5222 Sideburn Road  
Fairfax, VA 22032  
(703) 978-4141

**Room/Activity Scheduling**  
**July 2011 thru June 2012**

Please email this form to [calendar@stmaryofsorrows.org](mailto:calendar@stmaryofsorrows.org) when completed

*Unless otherwise indicated, no groups will meet on National Holidays, the Friday after Thanksgiving, Holy Thursday, Good Friday, Holy Saturday, Christmas week, New Year's Eve & Easter.*

<b>Date Submitted:</b>
<b>Name:</b>
<b>Phone:</b>
<b>Email:</b>
<b>Name of Group/Project:</b>
<b>Approx. Size of Group:</b>
<b>Ministry:</b>
<b>Frequency of Meeting:</b>
<b>Date(s) Requested:</b>
<b>Day(s) of Week:</b>
<b>Desired Room(s):</b>
<b>Date:</b> _____ <b>From:</b> _____ <b>To:</b> _____ <b>Set Up Time:</b> _____
<b>Date:</b> _____ <b>From:</b> _____ <b>To:</b> _____ <b>Set Up Time:</b> _____
<b>Dates <u>Not</u> Meeting (if a repeating event):</b>

<b>Set-Up Requests</b>
(A room set up form is available in the front office and is due at least 2-weeks before the event)
<b>Set up Time:</b> _____ <b>Number of Tables:</b> _____ <b>Number of Chairs:</b> _____
<b>Equipment needed:</b> _____
_____
<b>Other:</b> _____
_____

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_