

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

**Room/Activity Scheduling**  
**July 2014 thru June 2015**

*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 (work):</b>                                    |
| <b>Phone (home):</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 of Week:</b>                                     |
| <b>Desired Room(s):</b>                                 |
| <b>Time From:</b><br><b>To:</b> <b>Set Up Time:</b>     |
| <b>Dates <u>Not</u> Meeting (if a repeating event):</b> |

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