



# St. Joseph Catholic Church

stjosephzephyrhills.org | 5316 11th Street | Zephyrhills

## Calendar/Facility Request Form

- Use this form to request an activity/event/meeting to be posted on the parish calendar, website, social media or in the bulletin.
- Requests must be submitted at least 2 weeks in advance.
- *Submission of this form does not guarantee posting or approval.*

Date of Request: \_\_\_\_\_ Building/Room Request: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

Please describe event:

---

---

---

---

- After this form is submitted, the calendar coordinator will reach out to you about the event as needed.
- The Event/Meeting/Activity will only be placed on the calendar if approved by Pastor and there is availability.

Signatures:

---

Ministry Head/Requestor

---

Calendar Coordinator

---

Pastor

---

Date of Approval