

# Queen of Peace Parish

513-863-4344 [parishoffice@qpchurch.org](mailto:parishoffice@qpchurch.org)

## Calendar Request and Fundraiser Request Form

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Organization/Team \_\_\_\_\_

Building/Room needed \_\_\_\_\_

Other space equipment or special requests needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

***All rooms should be left in the condition they were initially found in regards to table/ chair arrangement, garbage, restrooms, dishes used etc.***

Clean up is available for a fee, do you need a clean up? YES NO

Set-Up Date and Time \_\_\_\_\_

Clean up Date and Time \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Contact person email \_\_\_\_\_

Key needed? YES NO

### **For fundraisers:**

Bulletin Blurb? YES NO (deadline Tuesdays at noon)

Bulletin Flyer? YES NO (schedule 3 weeks in advance with parish office)

**ALL KEYS NEEDS TO BE RETURNED TO THE OFFICE THE FIRST BUSINESS DAY FOLLOWING THE EVENT**