

# Saint Louis Catholic Church

7270 SW 120<sup>th</sup> Street, Pinecrest, FL 33156-4659, (305) 238-7562, [www.stlcatholic.org](http://www.stlcatholic.org)

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## RESERVATION OF SPACE REQUEST

Please note that this is a schedule request only, not a confirmation of space reserved. Please **allow up to 5 business days for processing**. When you receive a confirmation e-mail from [schedule@stlcatholic.org](mailto:schedule@stlcatholic.org), go to our Calendar page on [www.stlcatholic.org](http://www.stlcatholic.org) to confirm your dates, times and locations.

Today's Date:

Name of Contact Person:

E-Mail:

Phones: /

Day of the week/Date Desired:

(Please include beginning and ending date. If it is a list of events you are requesting, please attach the list with specific dates and times)

One Time  Weekly  Monthly  Select Week

Event:

Space Requested:

Start Time: End Time:

(Please DO NOT include set-up time in your start time)

Do you need setup time? Yes  No  If yes, how much?

Equipment Needed:

An e-mail from [schedule@stlcatholic.org](mailto:schedule@stlcatholic.org) will be sent confirming your request.  
Cecelia Witkowski 305-238-7562 Ext. 104

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