

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

Room/Activity Scheduling - July 2023 through June 30, 2024

Please email your request to: [calendar@stmaryofsorrows.org](mailto:calendar@stmaryofsorrows.org) and [richiew@stmaryofsorrows.org](mailto:richiew@stmaryofsorrows.org)

*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.*

Name:		Date Submitted:
Work Phone:	Home Phone:	Cell Phone:
Email address:		
Name of Group/Project:		
Ministry:		
Approx. Size of Group:	Frequency of Meeting:	
Date(s) Requested:		Day of Week:
Desired Room(s):		
Time From:	Until:	Set Up Time:
Dates Not Meeting (if a repeating event):		
Set-Up Requests: (A room set up form is available and due at least 2-weeks prior to event)		
Setup Time:	Number of Tables:	Number of Chairs:
Equipment needed:		
Other:		

# St. Mary of Sorrows Room Setup - Work Order

## *Facilities/Maintenance*

Parish Center

St. Joseph's Hall

Conference Room

Farrell Hall

Rectory

Old St. Mary's Hall

Other: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Name/Group: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

### Detailed Description of Request:

- Include location and date range (if recurring).
- Please submit TWO WEEKS before event occurs.

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### Facilities Use Only

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_