

***SAINT JOSEPH CATHEDRAL  
EVENT/PROGRAM REQUEST FORM***

Please complete the following form to request the use of Saint Joseph Cathedral, the Chapel of the Most Blessed Sacrament, the Cathedral Church Hall, the Cathedral Rectory Conference Room or the Cathedral Library (Corner of Union/Lowell Streets).

Please complete one form per event/program.

Return the completed form(s) to Louise Welsh as soon as possible.

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**Event/Program:**

**Proposed Date(s) of Event/Program:**

**Department Sponsoring Event/Program:**

**Start Time:**     a.m.

**End Time:**     a.m.

**Location of Event/Program:**

*(If multiple locations, please  
check each space that is needed.)*

- Saint Joseph Cathedral
- Chapel of the Blessed Sacrament
- Cathedral Church Hall
- Cathedral Rectory Conference Room
- Cathedral Library (Corner of Union/Lowell)

**Additional Information:**

**Contact Person Name and Telephone Number:**

**Submitted By:**

**Pastor's Approval:**

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*Office Use Only:*

|                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Request Approved                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Event/Program Added to Calendar: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Requestor Notified               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Date Notified                    | _____                        |                             |