

**Nativity BVM Parish**  
**Activity Request Form**  
*One Month Notice Required*

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

Name of Organization: \_\_\_\_\_

Head of Organization Name: \_\_\_\_\_

Head of Organization Phone Number: \_\_\_\_\_

Head of Organization Email Address: \_\_\_\_\_

*If different than Head of Organization:*

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Description of Event:

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

Day/Date of Event : \_\_\_\_\_

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

Building/Room: \_\_\_\_\_

Do you need a key to enter the building?  Yes  No

If yes, you will need to arrange key pick up and drop off with Rectory Business Office.

*Please submit to Rectory Office or to [nativitybvm@comcast.net](mailto:nativitybvm@comcast.net)*

For Office Use Only:

Approved by Father Bell: \_\_\_\_\_

Entered on Parish Calendar: \_\_\_\_\_

Organization Head Notified: \_\_\_\_\_