



SESSION SCHEDULE CHECKLIST

Louisiana Department of Revenue
 Office of Charitable Gaming
 PO Box 1631
 Baton Rouge, LA 70821
 Phone: 1-800-562-9235
www.ocg.louisiana.gov

The following checklist has been developed to assist you when preparing and submitting a **Session Schedule Form**.

- 1. Please include your State License Number (**EX: G-0005670**), if applicable.
- 2. A correct fax number or e-mail address must be provided in order for the Office to fax or e-mail a license.
- 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable.
- 4. When submitting a request to *add or delete* a session(s), *organization official and commercial lessor/non-commercial lessor* **must** sign the form approving the session(s).
- 5. List **all** dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs.
Circle AM or PM, Length, and Add or Delete.
- 6. **Additional Session Schedule**
 - A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
 - B. List all dates, times and length of sessions for each additional location.
- 7. **Lease Agreement**
 - A. If organization is paying rent for any location, submit a signed lease agreement.
 - B. Lease agreements must include all dates and times organization is to conduct gaming activities.
- 8. **When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.**
 - A. Circle add or delete
 - B. Circle a.m. or p.m.
 - C. Enter the start time.
 - D. Enter the length of session: for example, 2, 4, 6 or 8 hours. Session cannot exceed 8 hours.
- 9. The **second and subsequent revisions** to your license must be accompanied by a **\$25 check**, made payable to "Office of Charitable Gaming" and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.

| Office of Charitable Gaming | | State License # G- | |
|--------------------------------|---|--------------------|------------------------|
| Organization Name: | Signature of Organization Official Approval: (Required) | Date signed: | Organization Phone # : |
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

JULY 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|--------|--------|---------|-----------|----------|--------|----------|

*Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.
Holidays: July 4th – Independence Day*

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|--|--|--|--|--|--|--|--|
| | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | |
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| Office of Charitable Gaming | | State License # G- | |
|--------------------------------|---|--------------------|------------------------|
| Organization Name: | Signature of Organization Official Approval: (Required) | Date signed: | Organization Phone # : |
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

AUGUST 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|--|--|--|--|--|
| | | | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
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SEPTEMBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|--|--|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> | | | | | | |
| <i>Holidays: September 2nd – Labor Day</i> | | | | | | |
| 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
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Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

OCTOBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|--|---|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: October 14th – Columbus Day October 31st – Halloween</i> | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
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| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
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Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
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NOVEMBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|--|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Holidays: November 1st – All Saints Day November 11th – Veterans Day November 28th – Thanksgiving Day.</i> | | | | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
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DECEMBER 2024

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|--|--|--|---|--|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> | | | | | | |
| <i>Holidays: December 24th – Christmas Eve</i> | | <i>December 25th – Christmas</i> | | <i>December 31st – New Year's Eve</i> | | |
| 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
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| 22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears. | | | |

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| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

JANUARY 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|--|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: January 1st – New Year’s Day January 20th – Martin Luther King Jr Day</i> | | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | |

**If any requested session conflicts with another organization’s scheduled session, yours will not be approved.
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| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

FEBRUARY 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| <p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: February 14th – Valentine's Day</i></p> | | | | | | <p>1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> |
| <p>2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> |
| <p>9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> |
| <p>16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> |
| <p>23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | |

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| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

MARCH 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|--|--|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> Holidays: March 17th – St. Patrick’s Day March 4th – Mardi Gras Day March 5th – Ash Wednesday | | | | | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | If any requested session conflicts with another organization’s scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears. | | | | |

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| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

APRIL 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|---|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: April 18th – Good Friday April 20th – Easter</i> | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears. | | |

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Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

MAY 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|--|--|--|
| <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holidays: May 11th – Mother's Day May 26th – Memorial Day</i> | | | | 1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
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| 18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |
| 25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: | 31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length: |

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| Organization Name: | Signature of Organization Official Approval: (Required) | Date signed: | Organization Phone # : |
| Building Where Games are Held: | Lessor (Hall) Approval (Required) | Date signed: | Hall Contact Phone #: |
| Rent Amount \$ | Fax Number / E-mail address : | Building Address: | |

Check if this schedule will delete all sessions previously submitted for this month.

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

JUNE 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|--------|--------|---------|-----------|----------|--------|----------|

*Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.
Holidays: June 15th – Father's Day*

| | | | | | | | |
|---|---|---|---|---|---|---|--|
| <p>1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | |
| <p>8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | |
| <p>15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | |
| <p>22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | |
| <p>29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:</p> | <p>If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.</p> | | | | | |