

# St. Maria Goretti Church – Facility Reservation

|  |  |  |
|--|--|--|
| <b>CONTACT INFORMATION</b>   | Date submitted   |  |
|  | Parish Ministry/Organization   |  |
|  | Contact Name   |  |
|  | Contact Phone Number   |  |
|  | Title of Event/Meeting for Calendar  |  |
|  |  |  |
| <b>ONE TIME EVENT</b>  | <b>Date Requested for ONE TIME Event</b>   |  |
|  | <b>Event starting time</b> as it will appear on the parish calendar:   |  |
|  | <b>Event ending time</b> as it will appear on the parish calendar:   |  |
|  | Set-up/Clean-up facility starting and ending time (if needed):   |  |
|  |  |  |
| <b>ON GOING EVENT</b>  | <b>Date Requested for ON GOING Event</b>   |  |
|  | Day of the week (circle):  | Monday    Tuesday    Wednesday    Thursday<br>Friday    Saturday    Sunday |
|  | <b>Event starting time</b> as it will appear on the parish calendar:   |  |
|  | <b>Event ending time</b> as it will appear on the parish calendar:   |  |
|  | Set-up/Clean-up facility starting and ending time (if needed):   |  |
|  |  |  |
| <b>FACILITY</b>  | <b>Facility Requested</b>  | <b>Circle all that Apply</b>   |
|  | Church    Vestibule    Chapel    Coffee Lounge    Classroom 3    Other _____<br>Casa Maria South Hall    Casa Maria North Hall    Casa Maria Entire Hall    Hall Kitchen |  |
|  | *ASSUME A VACANT ROOM – ATTACH A FLOOR PLAN DIAGRAM *  |  |
|  | List any equipment/furnishings needed or attach a floor plan diagram (if required):  |  |
| <p>All reservation requests must be submitted to Karen Boyle in a timely manner prior to the event.<br/>         All requests are subject to approval and confirmation.</p> <p>Do you need access (i.e. key or staff assistance)?    Yes    No</p> <p>Please let Karen Boyle know if you need to cancel an event as soon as possible.<br/>         If your event is not correct on the calendar it won't be correct in the bulletin.<br/> <b>It is very important that the information printed in the bulletin is correct.</b></p> |  |  |

April 20, 2015

Ministry Leader:

Thank you for all that YOU do for St. Maria Goretti Parish! I am asking you to please submit completed facility reservation forms pertaining to events/meetings scheduled between July 1, 2015 to June 30, 2016. Please return your forms to me no later than June 1, 2015.

Facility reservation forms can also be downloaded from the parish website: [www.stmariagorettichurch.org](http://www.stmariagorettichurch.org) and then proceed to the parish office link.

When planning your events, please keep these dates in mind:

CFP uses the classrooms and the hall on most Saturday mornings and Monday evenings starting in September and ending in late May.

2015

June 22 – June 26 / Vacation Bible School

July 3- Parish Office Closed

September 7 – Labor Day / Parish Office Closed

November 3 - Election Day

November 26 – 27 – Thanksgiving / Parish Office Closed

December 24 – 25 / Parish Office Closed

2016

January 18 / Martin Luther King Jr / Parish Office Closed

February 10 / Ash Wednesday

March 21 – March 26 / Holy Week

March 24 / Holy Thursday / Parish Office Closed

March 25 / Good Friday / Parish Office Closed

March 26 / Easter Vigil

March 27 / Easter

March 28 / Parish Office Closed

May / All weekends in May are First Communion weekends

May 30 / Memorial Day / Parish Office Closed

If there are any conflicting dates with your request(s) I will contact you to discuss alternate dates. Please contact me if you have any questions at 865-5482.

Thank you. Karen Boyle