

# 2018 - 2019 Calendaring

Requested by: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1) Name of Event: \_\_\_\_\_

2) Start Time: \_\_\_\_\_ AM / PM      End Time: \_\_\_\_\_ AM / PM

3) Set-up Needed: yes / no	Take-down needed: yes / no
Begin Set-up at:                      □.□. / □.□.	Take-down finished by:                      □.□. / □.□.

4) Room(s) requested: circle all rooms needed

Bethany (B)	Gym (G)	Parish Center North (PCN)	St. John (SJ)
Cafeteria (C)	Library (LRC)	Parish Mail Room (PMR)	St. Joseph (SJO)
Chapel (Chp)	Ministry Center (entire MC)	Presentation Room (PR)	St. Luke (SL)
Church (CH)	Church Campus (Ch Camp)	Marian Room (Mari)	St. Mark (SM)
Emmaus (E)	Off-Campus (OC)	St. Anne (SAR)	St. Matthew (SMR)
		St. James (SJM) (private)	St. Vincent Room (SVR)
		St. Joachim (SJOA)	Youth Room (YM)

5) Dates: circle all dates needed

*Diocesan holidays are shaded.*

**JULY 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**SEPTEMBER 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DECEMBER 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JANUARY 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**FEBRUARY 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**MARCH 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY 2019**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



Be aware that your reservation is subject to change as special church events may come up. Thank you for your understanding!

# Room Request Form

Today's Date: \_\_\_\_\_

(please print)

1) Name of your Group: \_\_\_\_\_

2) Will this event include other parishes in the Deanery? Yes / No

3) Number of people attending this event:

4) Who is responsible for this event?

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

Phone #: \_\_\_\_\_

5) Who will pick-up the keys?

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

Phone #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

6) **Work Order:** Do you need a special room set-up or equipment for this event? If so, you will need to fill out a **Work Order**. If you cancel your event, please remember to cancel your **Work Order**!!

Was a **Work Order** completed? ( ) yes ( ) no

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Staff Comments:** \_\_\_\_\_

\_\_\_\_\_