

2017 - 2018 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: _____ A.M. / P.M.	Take-down finished by: _____ A.M. / P.M.

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) (<i>private</i>)	St. Vincent Room (SVR)
		St. Joachim (SJOA)	Youth Room (YM)

5) Dates: circle all dates needed

Diocesan holidays are shaded.

JULY 2017

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						

AUGUST 2017

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 2017

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 2017

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 2017

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 2017

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 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			

FEBRUARY 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			

MARCH 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

APRIL 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					

MAY 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		

JUNE 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



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: _____
