

2021-2022 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
 Begin Set-up at: _____ A.M. / P.M.
 Take-down needed: yes / no
 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 (SJOs) |
| 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 2021

S	M	T	W	T	F	S
				1	2	3
				6	7	8
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 2021

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 2021

S	M	T	W	T	F	S
				1	2	3
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 2021

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 2021

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 2021

S	M	T	W	T	F	S
				1	2	3
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 2022

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 2022

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 2022

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 2022

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 2022

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 2022

S	M	T	W	T	F	S
				1	2	3
				6	7	8
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: _____

