



FACILITY SCHEDULING FOR JULY 1, 2023 TO JUNE 30, 2024

Please send this information to your own rectory/Parish Office before Friday, May 26, 2023

Our facilities are first and foremost for the spread of the Gospel of Jesus. Thus, the use of our facilities should have this focus in mind and preference will always be given to liturgical and ministerial events.

NAME OF PARISH: _____

Location at Parish: _____

Ministry/Committee/Group/Organization _____

Chairperson(s) Name _____ email _____ Phone _____

Name _____ email _____ Phone _____

Name _____ email _____ Phone _____

Describe Event:

Day: _____ Date: _____ Time: _____ To: _____ From: _____

Setup Time/Date _____ Teardown Time/Date _____

Daily _____ Weekly _____ Monthly _____ Once a Year _____

What materials are needed from the parish? Ex: Internet, screens, tv's video equipment, ministerial set-up, etc.

*** All requests for facility usage that occur outside of our yearly planning process will be subject to greater scrutiny prior to pastoral approval. ***