

FACILITY REQUEST FORM

JULY 2022 - JUNE 2023

Ministry/Group: _____

JULY 2022						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30
OCTOBER 2022						
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16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29
JANUARY 2023						
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29	30	31				
APRIL 2023						
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23	24	25	26	27	28	29
30						

AUGUST 2022						
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28	29	30	31			
NOVEMBER 2022						
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20	21	22	23	24	25	26
27	28	29	30			
FEBRUARY 2023						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28				
MAY 2023						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30	31			

SEPTEMBER 2022						
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DECEMBER 2022						
S	M	T	W	T	F	S
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31						
MARCH 2023						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
JUNE 2023						
S	M	T	W	T	F	S
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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

□ Facilities Closed
 □ Special Mass/Holy Days
 □ Reserved

Holy Days / Holidays / Special Days	
2022	2023
7/4 Independence Day	1/1 New Year's Day / Holy Mother of God (HDO)
8/15 Assumption of Mary (No HDO)	1/16 Martin Luther King Jr.
9/5 Labor Day	2/20 Presidents' Day
11/1 All Saints (HDO)	2/22 Ash Wednesday
11/2 All Souls'	3/1-3/4 Rummage Sale (RESERVED)
11/19 & 11/20 Food Drive Collection (RESERVED)	3/18 & 3/19 Men Welcome Retreat (RESERVED)
11/24-11/25 Thanksgiving Holiday	3/25 & 3/26 Women Welcome Retreat (RESERVED)
12/8 Immaculate Conception (HDO)	4/3-4/11 Holy Monday thru Easter Tuesday
12/10 Our Lady of Guadalupe Feast (RESERVED)	5/21 Ascension of the Lord (HDO)
12/17 & 12/18 Angel Tree Collection (RESERVED)	5/29 Memorial Day
12/25 Christmas Day (HDO)	6/9-6/16 Vacation Bible School & Set-Up (RESERVED)
12/24-12/30 Facilities Closed	<small>(actual VBS dates are 6/12-6/16)</small>

Disclaimer: With construction underway, we do not have a clear picture of how everything will be set up or how much room will be available throughout the year. We reserve the right to cancel activities/events if needed.

Event Name: _____

Is this a fundraising event? _____ YES _____ NO
 *If "YES" **complete** and **attach** an Event/Fundraiser Request Form

❖ DATE(S): _____

❖ SET-UP (in Min. or Hours): _____

❖ START TIME: _____ : _____ am / pm

❖ END TIME: _____ : _____ am / pm

❖ CLEAN-UP (in Min. or Hours): _____

❖ Est. number of attendees: _____

SELECT FACILITY(S)	SELECT MASS TIMES <small>(If applicable)</small>
<input type="checkbox"/> Church	Saturday: <input type="checkbox"/> 4pm Sunday: <input type="checkbox"/> 7am <input type="checkbox"/> 9am <input type="checkbox"/> 11am <input type="checkbox"/> 5pm
<input type="checkbox"/> Vestry (max. 10 people)	
<input type="checkbox"/> Narthex	
<input type="checkbox"/> Palo Verde Walkway	
<input type="checkbox"/> Hall North (1/3 Bldg)	
<input type="checkbox"/> Hall Center (1/3 Bldg)	
<input type="checkbox"/> Hall South (1/3 Bldg)	
<input type="checkbox"/> Kitchen	
<input type="checkbox"/> Ramada	
<input type="checkbox"/> Parking Lot/Grounds	
<input type="checkbox"/> Offsite	

Important Notes:

- ❖ Ministry/Group is responsible for their own set-up and clean-up. **Please return space to its original set-up.**
- ❖ Ministry/Group is responsible for signing out a key & code during office hours prior to event. **Key must be returned the following day (no Saturdays or Sundays).**

Date Submitted: _____ // _____ // _____

Submitted by: _____

Phone #: _____

E-mail: _____

I have read and agree to the above. **Please Initial** _____

Submit form(s) to Parish Office for approval.

FOR OFFICE USE ONLY

Date Received: _____ // _____ // _____

Date Entered in PDS: _____ // _____ // _____

Entered by: _____

04.01.2022 sb