

St. Catherine of Siena Parish
Calendar Request Forms

Event Name: _____

Date: _____

Set up Start Time: _____ Set Up End Time: _____

Event Start Time: _____ Event End Time: _____

For Reoccurring Events: Start Date: _____ End Date: _____

Frequency: _____

(For example: "1st Wednesday every Month" or "Every Tuesday")

Location (Please check):

_____ Church

_____ School

_____ Melancon Center Main Room

_____ Gym

_____ St. John Paul II Room

_____ Barrett Complex

_____ St. Teresa of Calcutta Room

_____ Cafeteria

_____ Parish Conference Room

_____ CYO Youth Room

_____ Parish (Events **off campus** but that you want listed on the calendar)

Person Making the Calendar Request:

Name: _____

Cell Phone: _____ Email Address: _____

Notes:

- The most up-to-date parish calendar is available online at www.scschurch.com.
- **Before submitting a request**, please check the calendar to verify that there are no conflicts with your request. Also, please keep in mind that the rooms are in high demand so if a smaller room will accommodate your group please don't reserve one of the larger ones.
- Please use a **separate form** for **each event** unless it is a re-occurring event.
- Once the event appears on the parish calendar, it has been confirmed. If you would like the event to appear on the school calendar you must obtain approval from Mrs. Kilroy.

Please return this completed form to the parish office.