

Once you have completed this form, please email a copy to [ARich@RisenSaviorCC.org](mailto:ARich@RisenSaviorCC.org)

## Risen Savior Catholic Community • Calendar/Facility Request

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**All requests must be placed 2 weeks in advance for events to appear on Bulletin/Website calendar. Newsletter, bulletin and ambo announcements are not created from the calendar. Please submit separately. Events and rooms will be scheduled according to availability. Completed forms should be submitted to your Risen Savior Ministry Staff Contact and forwarded to the Communications and Records Office.**

Name of the Event: \_\_\_\_\_

Date of the (first) Event (MM/DD/YY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Beginning Time of Event: \_\_\_\_:\_\_\_\_ AM PM

Ending Time of Event: \_\_\_\_:\_\_\_\_ AM PM

How to repeat event? (check one)

Every Week

Every 1<sup>st</sup> Week 2<sup>nd</sup> Week 3<sup>rd</sup> Week 4<sup>th</sup> Week 5<sup>th</sup> Week

Every Month

Other: \_\_\_\_\_

If re-occurring days, list dates that you will NOT be meeting (i.e. summer months, Holidays, etc.).\*

\_\_\_\_\_

Preferred Room: \_\_\_\_\_

Number of people expected to attend the event: \_\_\_\_\_ (To manage our resources best, your event may be scheduled in a room more appropriate for the number expected.)

Doors will be unlocked 15 minutes prior to the event and locked 15 minutes after the start time of your event. If you need them open at a different time, or kept open longer, please list times here: Open: \_\_\_\_\_ Close: \_\_\_\_\_

Check here if you do **NOT** want this event listed in the bulletin and website calendars.

Other information (i.e. need access to kitchen, audio visual, supplies, etc.):

\*Please note, ministries may not meet without prior, special approval: During our Children's Faith Formation Sessions (Wednesday nights September through May) and the following Holidays:

The Following Holidays:

New Year's Day (January 1<sup>st</sup>)

Martin Luther King Jr. Day (3<sup>rd</sup> Mon. in Jan.)

President's Day (3<sup>rd</sup> Monday in February)

Good Friday (Date Varies)

Easter Monday (Date Varies)

Memorial Day (Last Monday in May)

Independence Day (July 4<sup>th</sup>)

Labor Day (1<sup>st</sup> Monday in September)

(Note that Marian Center is not available mornings during the Preschool year)

Veterans Day (November 11<sup>th</sup>)

Thanksgiving Day and the Friday after

(4<sup>th</sup> Thursday/Friday in November)

Christmas Eve (December 24<sup>th</sup>)

Christmas Day (December 25<sup>th</sup>)

December 26<sup>th</sup> (or December 23<sup>rd</sup> if 26<sup>th</sup> is a weekend-day)

Office Use Only:

Approved & inputted

Not Approved

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Staff Contact: This form will be returned to you after your event is inputted in the calendar. Please review the event and notify the Communications office if changes need to be made.**