

2022-2023 MINISTRY ROOM REQUEST FORM

Today's Date _____

St. Francis of Assisi Roman Catholic Church
Questions? Call Church Office 303-688-3025

All requests are subject to availability, with priority given to **liturgical celebrations, sacramental preparation and faith formation programs**. On the back of this form is a calendar. Circle all dates which you plan to hold the meeting being scheduled below, and then complete this form. **Do not schedule any activities during Holy Week**. If you are requesting meeting space for more than one group, please use a separate form for each group. If you cancel a date, **PLEASE** inform the office in advance so the room may be made available for other groups. Thank you for everything you do for the church community at St. Francis of Assisi.

Name of Event: _____

Sponsoring Ministry/Group/Organization: _____

Contact person: _____ Phone #: _____

Email Address: _____

Average number attending your meeting(s)/event: _____

Room(s) requested: _____

Equipment requested: _____ **DO YOU HAVE KEYS?** _____

If you are requesting audiovisual equipment or other equipment for your meeting, **please call the office three (3) days in advance** to confirm availability. Equipment is scheduled on a first come, first served basis.

Ongoing Meeting: Every _____ of the month (i.e. 3rd Tues)

From (start date) _____ through (end date) _____

Exceptions _____

Event Start time: _____ a.m. / p.m. **End time:** _____ a.m. / p.m.

Plus Set up time needed: _____ minutes. And Clean up time needed: _____ minutes.

OR

One Time Program: (Date) _____ (day of the week) _____

Event Start time: _____ a.m. / p.m. **End time:** _____ a.m. / p.m.

Plus Set up time needed: _____ minutes. And Clean up time needed: _____ minutes

Bulletin Information

- *Bulletin Announcement requests must submit the wording requested **no later than Monday at 9am** prior to the Sunday of the announcement. (Holidays impose different deadlines.) Be sure to remind the Bulletin Editor in advance.*
- *Bulletin Flyer inserts must be delivered/emailed to the office by Wednesday the week to be inserted. We do this less often, as the flyers are not visible online. When needed, printing of the insert and inserting it into the bulletin is done by volunteers, and you are always welcome to help.*

Facility Operating Manual:
Initials required on each line to be confirmed:
 I have received, read, signed and turned in a copy of the
 2022 Facility Operating Manual _____
 Verified by Office Manager _____

**I understand that every Group using SFA Facilities will
 host Hospitality Sundays at least once a year. Our
 Group prefers to host on**
 _____ **OR** _____
(List 1st/2nd choice dates).

2022

July						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	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						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						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						
Su	Mo	Tu	We	Th	Fr	Sa
		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						
Su	Mo	Tu	We	Th	Fr	Sa
				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

2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
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						
Su	Mo	Tu	We	Th	Fr	Sa
			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						
Su	Mo	Tu	We	Th	Fr	Sa
			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						
Su	Mo	Tu	We	Th	Fr	Sa
						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						
Su	Mo	Tu	We	Th	Fr	Sa
	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						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

Holy Days and Holidays 2022/23 when Church Office may be closed

Jul 4	Independence Day	Dec 24-25	Christmas	Feb 22	Ash Wednesday (Open)
Sep 5	Labor Day	Jan 1	New Year's	Apr 4-8	Holy Week
Nov 1	All Saints Day	Jan 16	Martin Luther King Day	Apr 9	Easter
Nov 24/25	Thanksgiving	Feb 20	Presidents' Day	May 29	Memorial Day