

ST. CATHERINE OF SIENA CATHOLIC CHURCH

PROCEDURE SET UP TO RESERVE SPACE FOR A MINISTRY MEETING

Sacramental ministries take priority on all rooms. Paperwork must be completed before a room can be reserved.

Download a Facilities Usage Form from www.stcatherine.org or pick one up in the church office Monday – Friday, during office hours, 9 am – 5 pm.

The facilities reservation form can be faxed or mailed to the office attention: Dennis Duffin, for approval. If there is a conflict, you will be contacted for further discussion.

Once approved, the meeting will be applied to the church calendar. If a conflict arises because of another scheduled meeting, you will be contacted to choose another time and date. If all goes well, you will be contacted either through email or by phone with confirmation of your meeting.

Sometimes an unforeseen scheduling conflict arises later on in the calendar; you will be contacted should this occur. Your understanding is greatly appreciated at this time.

DEADLINES

Bulletin blurbs – Mondays, 12 noon
Contact dduffin@stcatherine.org with verbiage.

Bulletin Flyers – Wednesdays, 12 noon
Contact dduffin@stcatherine.org with flyer.

Announcements – Thursdays, 12 noon
Contact dduffin@stcatherine.org with verbiage.

We reserve the right to edit or change verbiage or clipart before use.