

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.

Fill out Facilities Usage Form from www.stcatherine.org or pick one up in the church office Monday – Friday, during office hours, 9 am – 5 pm or Sunday from 9am to Noon.

The facilities reservation form can be faxed (972-394-0676), or emailed to your Ministry Leader, (Lauren Triplett; ltriplett@stcatherine.org, Michael Waldon; mwaldon@stcatherine.org, Ali Hoffman; ahoffman@stcatherine.org, Rosemary Manganilla; rosemarym@stcatherine.org, or Micheal Cervantes; mcervantes@stcatherine.org).

Once submitted and 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 year; you will be contacted should this occur. Your understanding is greatly appreciated at this time.

DEADLINES-

Bulletin blurbs and flyers – 2 Fridays before requested weekend via email to your Ministry Head. (Lauren Triplett, Mike Waldon, Ali Hoffman, Rosemary Manganilla, Micheal Cervantes) Email addresses published above.

Announcements – Monday, 3pm. Send verbiage to your Ministry Head. (Lauren Triplett, Michael Waldon, Ali Hoffman Rosemary Manganilla, Micheal Cervantes) **SEND IN ALL INFORMATION EARLY.** We reserve the right to edit or change verbiage or clipart before use.