

Facility Schedule Request Form

St. John the Apostle Catholic Church
7341 Glenview Drive, North Richland Hills, TX 76180, (817) 284-4811

Please complete this form in its entirety including the reason for the request. Incomplete forms will be returned. Room reservations are not complete until a written confirmation has been issued. **No room changes are allowed for any reason without previous written confirmation from the Facility Scheduler.** Room requests are processed on a first come first served basis. Previous use of a facility does not guarantee future availability.

Today's Date: _____ Expected number of attendees: _____

Organization/Ministry: _____

Contact Person: _____ Phone Number: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Room(s) Requested: _____

Second Choice: _____

Date Requested: _____ *(If multiple dates are needed, please use calendar on reverse to mark each date.)*

Time Requested (including set-up and clean-up time): Beginning: _____ (am/pm) Ending: _____ (am/pm)

Actual Time of Event (if different from above): Beginning: _____ (am/pm) Ending: _____ (am/pm)

(Facilities must be cleaned and ready for lock-up no later than 9:30pm.)

List of volunteers participating in this scheduled event: _____

(Ministry Leaders are responsible for ensuring that all volunteers are current with Safe Environment!)

Purpose/name of meeting or event: _____

Please initial the statement below and return the form to the office as soon as possible. You will receive a confirmation when your rooms are reserved. **Any changes to this request must be submitted in writing no later than one (1) week prior to the new date being requested.** While every effort will be made to accommodate any change requests, we cannot guarantee that the facility will still be available. Please notify the office as soon as possible of any cancellations.

I have read the Facility Scheduling Agreement and agree to follow all requirements regarding the use of facilities. I understand that if I do not follow the requirements I may lose the privilege of holding meetings in St. John's facilities.

For Office Use Only:

Date Received:	Date Entered/Entered by:	Conflicts:	Yes	No
Notes:				

For multiple dates, please mark all of the dates that you need for this event.

2016 – NO MEETINGS PERMITTED ON **BLOCKED OUT DATES**

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*/30*	24/31	25	26	27	28	29*

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

2017 – NO MEETINGS PERMITTED ON **BLOCKED OUT DATES**

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
23/30	24	25	26	27	28	29

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	

2016-2017 HOLIDAYS AND HOLY DAYS OF OBLIGATION – NO MEETINGS ON CAMPUS					
Jul 3 - 4	Independence Day	Dec 8	Immaculate Conception (Holy Day of Obligation)	Apr 13 - 15	Holy Week (Holy Thursday, Good Friday and Holy Saturday)
Aug 20, 21, 27, 28	CRHP Retreats *Formation Center Unavailable	Dec 23 - 26	Christmas Holiday (Dec 25 th Holy Day of Obligation)	Apr 16	Easter (Holy Day of Obligation)
Sep 4 - 5	Labor Day	Dec 30 – Jan 2	New Year's Holiday (Jan 1 st Holy Day of Obligation)	May 28 - 29	Memorial Day
Oct 22, 23, 29, 30	CRHP Retreats *Formation Center Unavailable	Jan 15 - 16	Martin Luther King Day		
Nov 24 - 27	Thanksgiving Holiday	Feb 18, 19, 25, 26	CRHP Retreats *Formation Center Unavailable		