

Attention IJP Ministry / Organization Leaders,

It is time to open our parish calendar for those who need meeting space for the 2008/2009 year. The calendar begins September 1, 2008 and ends June 30, 2009. Summer meetings should be scheduled on an individual basis with the rectory as the date nears. Listed below is a **Meeting Room Request Form** for your use. Only this form will be accepted to reserve rooms. This form is also available on our parish website www.ijpparish.org under the Resources link or contact the rectory office. Please return completed forms as soon as possible. You will be informed if there are any changes to the schedule you requested. Parish boards, religious education, school and liturgical events have already been scheduled.

Meeting Room Request Form Infant Jesus of Prague
(IJP Parish Office must approve room and sports area usage.)

Name of person filling out this form _____ Phone _____

Event name: _____

Description: _____

Anticipated attendance: _____

Responsible person for event: _____

Responsible person's phone number: _____ Cell phone _____

Date(s) of event: _____

Time event begins: _____ time event ends: _____

Meetings must end by 9:30 pm so clean up can be done by 10 pm.

Event setup time if needed (i.e. 30 minutes) _____ cleanup time if needed _____

One time event _____ Ongoing event _____ (If ongoing, what day of week: S M T W Th F S) (Circle)

Ongoing event: Starting date ____ / ____ / ____ Ending date ____ / ____ / ____

_____ Weekly _____ Monthly _____ Other

Please check all requested rooms:

- | | | |
|--|--|---|
| <input type="checkbox"/> Church | <input type="checkbox"/> PLC 1 (St. Catherine) | <input type="checkbox"/> PLC Library |
| <input type="checkbox"/> Church Hall (north & south) | <input type="checkbox"/> PLC 2 (St. Dominic) | <input type="checkbox"/> PLC Art Room |
| <input type="checkbox"/> Church Hall north (kitchen) | <input type="checkbox"/> PLC 3 (St. Thomas) | <input type="checkbox"/> School |
| <input type="checkbox"/> Church Hall south | <input type="checkbox"/> PLC Holy Family Room | <input type="checkbox"/> School Cafeteria |
| | <input type="checkbox"/> PLC Music Room | <input type="checkbox"/> Gym |

Parish Office Use Only

Date approved _____ By _____

Date entered on calendar _____ By _____