



CHANGE REQUEST USE OF BUILDING FORM (2010/2011)

Confirmation # \_\_\_\_\_

Date of Request: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Group Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Best Time to be Reached: \_\_\_\_\_

Phone - Home \_\_\_\_\_ Work \_\_\_\_\_ Cell: \_\_\_\_\_

PREVIOUS EVENT REQUEST

EVENT CHANGES

(Original Confirmation # \_\_\_\_\_)

( \_\_\_ One Time Change \_\_\_ Change All Remaining Dates)

Function Date \_\_\_\_\_

Function Date \_\_\_\_\_

(✓ Day: ☐Sun ☐Mon ☐Tue ☐Wed ☐Thurs ☐Fri ☐Sat)

(✓ Day: ☐Sun ☐Mon ☐Tue ☐Wed ☐Thurs ☐Fri ☐Sat)

Function Time: From: \_\_\_\_\_ ☐AM ☐PM

Function Time: From: \_\_\_\_\_ ☐AM ☐PM

To: \_\_\_\_\_ ☐AM ☐PM

To: \_\_\_\_\_ ☐AM ☐PM

Set Up Begins: \_\_\_\_\_ ☐AM ☐PM

Set Up Begins: \_\_\_\_\_ ☐AM ☐PM

Clean Up Ends: \_\_\_\_\_ ☐AM ☐PM

Clean Up Ends: \_\_\_\_\_ ☐AM ☐PM

Number of People Attending \_\_\_\_\_

Number of People Attending \_\_\_\_\_

LOCATION

(Check "✓" all locations requested)

- ☐ De Sales Conference Room ☐ Chapel ☐ Classroom (# \_\_\_\_\_) ☐ Hall
☐ Seton Conference Room ☐ Church ☐ Library ☐ Kitchen
☐ Neumann Conference Room ☐ Gathering Space ☐ Prayer Room ☐ Grounds

Signature of Contact Person \_\_\_\_\_

Date Signed \_\_\_\_\_

CATHOLIC HOLIDAYS AND PRINCIPAL MOVABLE FEASTS

2010

2011

- Assumption of Mary\* \_\_\_\_\_ Sun., Aug. 15
All Saints\* \_\_\_\_\_ Mon., Nov. 1
Christ The King \_\_\_\_\_ Sun., Nov. 21
1st Sunday in Advent \_\_\_\_\_ Sun., Nov. 28
Immaculate Conception \_\_\_\_\_ Wed., Dec. 8
Christmas \_\_\_\_\_ Sat., Dec. 25

\*The holyday obligation is suspended in the USA when the solemnity falls on Saturday or Monday.

- Octave of Christmas: Mary, Mother of God\* \_\_\_\_\_ Sat., Jan. 1
Epiphany \_\_\_\_\_ Sun., Jan. 2
Ash Wednesday \_\_\_\_\_ Wed., Mar. 9
Easter Sunday \_\_\_\_\_ Sun., Apr. 24
Ascension Day \_\_\_\_\_ Thu., June 2
Pentecost \_\_\_\_\_ Sun., June 12
Holy Trinity \_\_\_\_\_ Sun., June 19
Body & Blood of Christ \_\_\_\_\_ Sun., June 26

CIVIC HOLIDAYS AND OBSERVANCES

2010

2011

- Independence Day \_\_\_\_\_ Sun., July 4
Labor Day \_\_\_\_\_ Mon., Sept. 6
Columbus Day \_\_\_\_\_ Mon., Oct. 11
Veterans' Day \_\_\_\_\_ Thu., Nov. 11
Thanksgiving Day \_\_\_\_\_ Thu., Nov. 25
Christmas Day \_\_\_\_\_ Sat., Dec. 25

- New Year's Day \_\_\_\_\_ Sat., Jan. 1
Martin Luther King Birthday \_\_\_\_\_ Mon., Jan. 17
President's Day \_\_\_\_\_ Mon., Feb. 21
Mother's Day \_\_\_\_\_ Sun., May 8
Memorial Day \_\_\_\_\_ Mon., May 30
Father's Day \_\_\_\_\_ Sun., June 19

Calendar grid for July 2010

Calendar grid for August 2010

Calendar grid for September 2010

Calendar grid for October 2010

Calendar grid for November 2010

Calendar grid for December 2010

Calendar grid for January 2011

Calendar grid for February 2011

Calendar grid for March 2011

Calendar grid for April 2011

Calendar grid for May 2011

Calendar grid for June 2011

\*\*\* FOR OFFICE USE ONLY \*\*\*

Approved by: \_\_\_\_\_

Scheduling Conflicts \_\_\_\_\_

Date of Calendar Entry: \_\_\_\_\_

Entry Made By: \_\_\_\_\_

Copy Sent To: \_\_\_\_\_ Group Contact \_\_\_\_\_

EFR