

Dear Ministry Heads,

This fiscal year is drawing to an end and preparations for 2017-2018 are under way. To make sure that the information is correct and that meetings / events do not get double booked, I am requesting the following information from everyone:

### **Attention Everyone:**

If you or your ministry / group would like to use any room / building on the property for regular meetings / special events, you must contact the Parish Office Manager with the following information ASAP so that it can be put in the scheduling books and calendar.

- Name of meeting / event
- Name of hosting group & contact person
- Date & Time of event (If setup is needed, please make note.)
- Location (If special setup is requested, please make note.)
- Who the event is for. Ex. Book Club Members Only or Open to All
- If the event has been previously approved by someone, please note **who** approved it and **when**.

This information may be submitted via phone (727-347-9989), by mail, in person (during office hours), or email ([officemanager@mostholyname.org](mailto:officemanager@mostholyname.org)). Once this information is received and reviewed, the contact person will be notified with a confirmation and **only then** will you know that it is **okay** to proceed with your event.

We are requesting that ALL groups notify the office with their meeting and from then on, it is only necessary to give notices of special changes to their already submitted meetings. **Please, notify the office as soon as you know of any changes!** Please submit your meetings for the full **2017-18 year**. If an event is tentative, please make a note on the top of the page and update the office when the event is confirmed. This is all in effort to keep the entire parish (priest, staff, ministries, parishioners, friends, visitors & renters) on the same page and help things run smoothly and efficiently. Thank you for your cooperation.

#### **Included in your packet are the following forms:**

- Room request form: green (This form is for a one time event)  
MHNJ 2017B form: purple (This is for a single event that repeats but keeps the same time & place.)  
MHNJ 2018A form: gold (This is for a single event that repeats but keeps the same time & place.)  
Cancellation form: red (Canceling a previously confirmed meeting.)

**The 2016-17 year begins July 1<sup>st</sup> 2017 and ends June 30<sup>th</sup> 2018.**

**We are currently accepting all calendar requests.**

# Most Holy Name of Jesus

Catholic Church



## Room Request Form

5800 15th Ave S, Gulfport, Florida 33707-3337

Phone: (727)347-9989 Fax: (727)343-6420

Website: mostholyname.org

Email: secretary@mostholyname.org

Date Submitted: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Ministry/ Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event (start & end): \_\_\_\_\_

\* Events are limited to 11pm with take down until midnight. All buildings & Parking Lot must be vacated by midnight.

Setup Date: \_\_\_\_\_

Setup Time (start & end): \_\_\_\_\_

**\*\* If there is a special setup, it must be submitted along with this form. \*\***

Building:  Goodman Education Center  Church  Social Hall  Maria Center

Parish Office  ECC  Parking Lot  Outside  Bus

Room: \_\_\_\_\_

Will there be a DJ/Band?  yes  no Arrival time: \_\_\_\_\_

Will there be food at this event?  yes  no

If you are renting the Maria Center will you be having a caterer?  yes  no Arrival time: \_\_\_\_\_

This event is:  open to parishioners  closed & only for group members.

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### **For Office Use Only**

Approved & Confirmed by: \_\_\_\_\_ On: \_\_\_\_\_

Recorded on Parish Calendar by: \_\_\_\_\_ On: \_\_\_\_\_  
 P.C. Computer  P.C. Print  Liturgical Computer  Liturgical Print

CDL / SE / Fingerprints: \_\_\_\_\_

Ins Cert or Special : \_\_\_\_\_

Keys: \_\_\_\_\_

Setup: \_\_\_\_\_

Notes: \_\_\_\_\_

# MHNJ 2018 B

Holiday/ Closed 

Event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Building/Room: \_\_\_\_\_

Setup time: \_\_\_\_\_ If there is a special setup, please turn it in along with this form.

Ministry: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Number: \_\_\_\_\_ Email: \_\_\_\_\_

**For Office Use Only**

- Approved by: \_\_\_\_\_ On: \_\_\_\_\_
- Recorded on Parish Calendar by: \_\_\_\_\_ On: \_\_\_\_\_
  - P.C. Computer
  - P.C. Print
  - Liturgical Computer
  - Liturgical Print
- Confirmed by: \_\_\_\_\_ On: \_\_\_\_\_
- Setup \_\_\_\_\_
- Keys \_\_\_\_\_
- Notes: \_\_\_\_\_

## APRIL

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

## MAY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 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

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 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 |

## JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 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

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 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

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 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

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 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 |    |    |    |

## NOVEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 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

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 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 |    |    |    |    |    |

# MHNJ 2018 A

Holiday/ Closed 

Event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Building/Room: \_\_\_\_\_

Setup time: \_\_\_\_\_ If there is a special setup, please turn it in along with this form.

Ministry: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Number: \_\_\_\_\_ Email: \_\_\_\_\_

**For Office Use Only**

- Approved by: \_\_\_\_\_ On: \_\_\_\_\_
- Recorded on Parish Calendar by: \_\_\_\_\_ On: \_\_\_\_\_
  - P.C. Computer       P.C. Print       Liturgical Computer       Liturgical Print
- Confirmed by: \_\_\_\_\_ On: \_\_\_\_\_
- Setup \_\_\_\_\_
- Keys \_\_\_\_\_
- Notes: \_\_\_\_\_

## JANUARY

| S  | M             | T  | W  | T  | F  | S  |
|----|---------------|----|----|----|----|----|
|    | <del>1</del>  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8             | 9  | 10 | 11 | 12 | 13 |
| 14 | <del>15</del> | 16 | 17 | 18 | 19 | 20 |
| 21 | 22            | 23 | 24 | 25 | 26 | 27 |
| 28 | 29            | 30 | 31 |    |    |    |

## FEBRUARY

| S  | M             | T  | W  | T  | F  | S  |
|----|---------------|----|----|----|----|----|
|    |               |    |    | 1  | 2  | 3  |
| 4  | 5             | 6  | 7  | 8  | 9  | 10 |
| 11 | 12            | 13 | 14 | 15 | 16 | 17 |
| 18 | <del>19</del> | 20 | 21 | 22 | 23 | 24 |
| 25 | 26            | 27 | 28 |    |    |    |

## MARCH

| S  | M  | T  | W  | T  | F             | S  |
|----|----|----|----|----|---------------|----|
|    |    |    |    | 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 | <del>30</del> | 31 |

## APRIL

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

## MAY

| S  | M             | T  | W  | T  | F  | S  |
|----|---------------|----|----|----|----|----|
|    |               | 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 | <del>28</del> | 29 | 30 | 31 |    |    |

## JUNE

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 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 |

## JULY

| S             | M             | T             | W             | T             | F             | S             |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <del>1</del>  | <del>2</del>  | <del>3</del>  | <del>4</del>  | <del>5</del>  | <del>6</del>  | <del>7</del>  |
| <del>8</del>  | <del>9</del>  | <del>10</del> | <del>11</del> | <del>12</del> | <del>13</del> | <del>14</del> |
| <del>15</del> | <del>16</del> | <del>17</del> | <del>18</del> | <del>19</del> | <del>20</del> | <del>21</del> |
| <del>22</del> | <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> |
| <del>29</del> | <del>30</del> | <del>31</del> |               |               |               |               |

## AUGUST

| S             | M             | T             | W             | T             | F             | S             |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <del>1</del>  | <del>2</del>  | <del>3</del>  | <del>4</del>  | <del>5</del>  | <del>6</del>  | <del>7</del>  |
| <del>8</del>  | <del>9</del>  | <del>10</del> | <del>11</del> | <del>12</del> | <del>13</del> | <del>14</del> |
| <del>15</del> | <del>16</del> | <del>17</del> | <del>18</del> | <del>19</del> | <del>20</del> | <del>21</del> |
| <del>22</del> | <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> |
| <del>29</del> | <del>30</del> | <del>31</del> |               |               |               |               |

## SEPTEMBER

| S             | M             | T             | W             | T             | F             | S             |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <del>1</del>  | <del>2</del>  | <del>3</del>  | <del>4</del>  | <del>5</del>  | <del>6</del>  | <del>7</del>  |
| <del>8</del>  | <del>9</del>  | <del>10</del> | <del>11</del> | <del>12</del> | <del>13</del> | <del>14</del> |
| <del>15</del> | <del>16</del> | <del>17</del> | <del>18</del> | <del>19</del> | <del>20</del> | <del>21</del> |
| <del>22</del> | <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | <del>28</del> |
| <del>29</del> | <del>30</del> | <del>31</del> |               |               |               |               |

*Most Holy Name of Jesus*  
Catholic Church



# Cancelation Form

5800 15th Ave S,  
Gulfport, Florida 33707-3337  
Phone: (727)347-9989 Fax: (727)343-6420  
Website: [mostholyname.org](http://mostholyname.org)  
Email: [secretary@mostholyname.org](mailto:secretary@mostholyname.org)

Date Submitted: \_\_\_\_\_

## **This is a request to cancel the following event.**

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

- Building:     Goodman Education Center     Church     Social Hall     Maria Center  
               Parish Office     ECC     Parking Lot     Outside     Bus

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**For Office Use Only**

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

Recorded on Parish Calendar by: \_\_\_\_\_ On: \_\_\_\_\_

- P.C. Computer     P.C. Print     Liturgical Computer     Liturgical Print

Confirmed by: \_\_\_\_\_ On: \_\_\_\_\_

Setup: \_\_\_\_\_

Keys: \_\_\_\_\_

Notes: