

St. Therese Catholic Church  
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www.sainttherese.net

To: Parish and Community Organizations & Groups  
From: Christine Leal, Facilities Scheduler  
Subject: Scheduling Events for July 2016-June 2017

Greetings!

It's that time of year again! Attached to this email are the forms for one time event requests, and recurring meeting requests (i.e. weekly, bi-weekly or monthly events). Please return the requests as soon as possible, but no later than **June 9, 2017**.

Please note the attached page titled "2017-2018 Church Holidays & Holy Days" with dates which are already blocked out due to Holidays, Holy Days, and Liturgical Events. However, there may be additional dates added as the year progresses which may cause cancellations. I will give as much notice as possible for any schedule changes. As always, your cooperation and understanding are greatly appreciated.

Also enclosed are the St. Therese "Facility Usage Guidelines". Please take a moment to read through them. Your signature on the request forms indicates your understanding and agreement to abide by the guidelines. No event will be scheduled without the signature of the person in charge of the event.

Emails will be sent to everyone once your event has been received and entered into the calendar. It is your responsibility to ensure your events have been scheduled properly. You can view the calendar at [www.sainttherese.net/event-schedule](http://www.sainttherese.net/event-schedule). There you can click on the link for the calendar. All groups will be under the "Special Interests" button, just find yours! If you have any problems or questions please feel free to contact me!

Have a great summer!

Sincerely,

*Christine Leal*

Christine Leal  
Facilities Coordinator  
St. Therese Catholic Church