

Dear Ministry Heads,

The year is drawing to a close and preparations for 2016-17 are on their 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 Secretary with the following information ASAP so that it can be put in the scheduling books:

- ◆ Name of meeting / event
- ◆ Name of hosting group & a contact person
- ◆ Date & Time of event (If setup time 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 (347-9989), email (secretary@mostholyname.org), by mail, or in person (during office hours). Once this information is received & 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 notice 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 2016-17 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 efforts to keep the entire parish (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 onetime event)
- MHNJ 2016b form: *purple* (This is for a single event that repeats but keeps the same place and time.)
- MHNJ 2017a form: *goldish* (This is for a single event that repeats but keeps the same place and time.)
- Cancellation form: *red* (Canceling a previously confirmed meeting 😊)

The 2016-17 year begins July 1st 2016 and ends June 30th 2017.
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.

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:

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
Email: 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

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:

MHNJ 2016 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: _____

January

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						

February

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

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23	24	25	26	27	28	29
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May

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

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23	24	25	26	27	28	29
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August

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23	24	25	26	27	28	29
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September

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24	25	26	27	28	29	30

October

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23	24	25	26	27	28	29
30	31					

November

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23	24	25	26	27	28	29
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December

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*** November 7th-13th: Only Festival Related Events ***

MHNJ 2017 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

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1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

February

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			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

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			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

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					

*** April 10th-16th: Only Liturgical Related Events ***