



***Attention All Organizations and Ministries  
Calendar/Room Reservations  
Fundraising Requests  
July 1, 2022 – June 30, 2023***

**Room Reservation**

The following info must be submitted per request:

- ✓ Event Name
- ✓ Exact date/dates and an alternative date for a requested event
- ✓ Room/Rooms preference
- ✓ Contact Info – Name – Email - Telephone #
- ✓ **Actual Start time and End time of event/meeting/class etc. This is a must so it can be posted correctly on our website calendar\*\*\*\*\***
- ✓ **Specific time and end time for set up/clean up if needed**

Please note that **no events/meetings or classes etc.** will be schedule on Holydays, Holidays, Feast of St. Oliver Plunkett, Feast of Our Lady of LaSalette, or parish wide retreats/missions or major events.

**Request for Fundraising/Donations for a Cause**

As a parish we are fortunate to have so many ministries and organizations who are interested in fundraising or collecting for a cause. It is important, however to balance the amount of fundraising done at any given time, not only to assist in successful outcomes for ministries and organizations, but also to help parishioners not to be asked for too many donations at one time.

The following info must be submitted per request:

- ✓ Ministry/Organization
- ✓ Contact Name – Email – Telephone #
- ✓ Type of Fundraiser requested (Both Monetary/Donations for a Cause)
- ✓ Date or time frame of fundraiser
- ✓ Purpose of and direction of funds
- ✓ Are you collaborating with another ministry or affiliate? Only one fundraiser may be held for a cause.

Please note that all weekend fundraising, sign up, etc. will be schedule in the Lobby of the Kane Beltran Family Center. No exceptions to this policy. Also during Lent no fundraising solicitation will be scheduled at the weekend liturgies.

All fundraising /donations for a cause will go before the Finance Council for approval before being scheduled – so you will be notified when the 2019-20 fundraising schedule is finalized (June 2019).

I appreciate your cooperation in providing this information on a timely manner by email or hardcopy. Please let me know if I can be of any assistance [pbulger@stolivers.com](mailto:pbulger@stolivers.com) or 770-979-2500x29.

**Pat Bulger  
Business Manager**