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March 10, 2010

FACILITY RESERVATIONS 2010 - 2011

Request forms and procedures to reserve parish facilities for July 1, 2010 thru June 30, 2011 will be ready for distribution March 15, 2010. All groups and organizations may pick up the forms in the parish office. **You must return your reservation requests to the parish office by April 15, 2010.**

Keys to parish facilities may be checked out **ONLY** if your reservation is listed on the parish calendar. Group leaders are responsible for checking out the keys and returning the Facilities Report and keys to the parish office. No keys may be kept overnight. **Parish campus closes at 9:00 pm. Groups must leave the parish campus by 9:00 pm unless prior approval has been given.**

Effective January 2009, every group/organization using parish facilities will be asked to pay \$20 for the use of a meeting room, \$50 for use of the hall kitchen and \$50 for use of the hall. Groups using the hall for the weekend will also be required to pay \$120 for one additional dumpster.

No lighted candles are permitted in any of the parish facilities.

All groups must comply with the Parish Guidelines for Use of Facilities. The guidelines are available in the parish office.

Requests for use of facilities that are not on the parish calendar must be made **two weeks** prior to the event. Reservations for hall, hall kitchen, St. Lawrence Room, Meeting Room and School Pavilion must be approved by pastor. These reservations may be made between 9:00 am and 5:00 pm Monday thru Friday in the parish office.

All speakers must be approved in advance by the pastor. Groups are responsible for providing their own priest and speakers. All speakers must comply with the "Directives for Speakers" in the Diocese of Orange. **See attached directives.**

Attached are the dates reserved for parish events or when the campus is closed.

Also attached is the Group Registration Form which must be filled out completely and returned with your reservation requests. Thank you for your cooperation.

In Christ Our Savior,

Rev. Quang Vinh Chu, Pastor

Room reservation Guidelines 2010-2011

No meeting dates: Office will be closed.

July 4, 2010	Independence Day
September 6, 2010	Labor Day
October 8, 9 & 10, 2010	Parish Fiesta
November 25-26, 2010	Thanksgiving
December 24 & 25, 2010	Christmas
December 31, 2010	New Year's Eve
January 1, 2011	New Year's Day
January 17, 2011	Martin Luther King Jr.
February 21, 2011	President's Day
March 9, 2011	Ash Wednesday
April 21, 2011	Holy Thursday
April 22, 2011	Good Friday
April 23, 2011	Holy Saturday
April 24, 2011	Easter
May 30, 2011	Memorial Day

**NO EVENTS IN THE HALL AND KITCHEN
AFTER 3:00 PM ON THE FOLLOWING DAYS:**

February 4, 5 & 6, 2011	Vietnamese Lunar New Year
February 20, 2011	Feast of St. Polycarp
March 11, 2011	Lenten Reflection Meals
March 18, 2011	Lenten Reflection Meals
March 25, 2011	Lenten Reflection Meals
April 1, 2011	Lenten Reflection Meals
April 8, 2011	Lenten Reflection Meals
April 15, 2011	Lenten Reflection Meals
April 20, 2011	Preparation for Holy Thurs
June 12, 2011	Pentecost Sunday