



**Church of the Immaculate Conception**

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July 2016

To: Parish Ministry Leaders  
From: Parish Office  
Re: Use of Facilities for 2016-2017

***It is time to submit your ministry's requests*** for facility use for the coming year. Rooms are assigned on a first requested basis, so please give this your attention as soon as possible.

The Parish Center is completely booked by our Faith Formation and Youth Ministry classes and unavailable for other use at the times below:

Sundays from	9 – 11 AM
Mondays from	3 – 9 PM
Tuesdays from	4 - 6 PM
Wednesdays from	6 – 9 PM

**Fill out the enclosed form and return it to the church office by August 1.** Inform us of any special room set-up needs and make arrangements to pick up a key, if necessary. You also have the option of visiting the parish website and submitting an online request form. Visit [www.icglenville.com](http://www.icglenville.com) and click on "MINISTRIES."

Scheduling will be done through the rectory; the office will confirm your request in a timely manner. Do not schedule your meetings until you have received confirmation of your request.

If you are no longer the ministry leader, please let us know and pass this on to the appropriate person.

*Thank you!*

**Note!**

*If your ministry is interested in being highlighted at a hospitality weekend, contact Julie Ashcroft at [jandjashcroft@gmail.com](mailto:jandjashcroft@gmail.com). The hospitality committee provides the refreshments; you need only provide representatives with information for your ministry.*

