



Church of the Immaculate Conception

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July 2017

To: Parish Ministry Leaders
From: Parish Office
Re: Use of Facilities for 2017-2018

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.

Fill out the enclosed form and return it to the church office by August 11. 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** 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 Suzi Mongan at tremblay2208@gmail.com. The hospitality committee provides the refreshments; you need only provide representatives with information for your ministry.

