

**ST. CATHERINE OF SIENA CATHOLIC CHURCH  
PROCEDURE TO RESERVE SPACE FOR A MINISTRY MEETING**

**Sacramental ministries take priority on all rooms.** Paperwork must be completed before a room can be reserved. Fill out Facilities Usage Form at [www.stcatherine.org/resources/forms](http://www.stcatherine.org/resources/forms) or pick one up in the church office Monday – Friday during office hours 9 am – 5 pm, or Sunday from 9am to Noon.

**Please email the completed form to the appropriate department.**

*Formation of Adults and Children*

Lauren Triplett

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*Hospitality and Service (Community Life and Outreach)*

Rosemary Manganilla

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*Youth Activities*

Ali Hoffman

972-492-3237 ext. 114

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*Liturgical Events*

Micheal Cervantes

972-4923237 ext. 115

[mcervantes@stcatherine.org](mailto:mcervantes@stcatherine.org)

Once submitted and approved, the meeting will be applied to the church calendar. If a conflict arises because of another scheduled meeting, you will be contacted to choose another time and date. If all goes well, you will be contacted either through email or by phone with confirmation of your meeting. Sometimes an unforeseen scheduling conflict arises later on in the calendar year; you will be

contacted should this occur. Your understanding is greatly appreciated at this time.

**DEADLINES:** Bulletin blurbs and flyers – 2 Fridays before requested weekend via email to your Ministry Head (see above). Announcements – Monday at 3pm. Send verbiage to your Ministry Head (see above). SEND IN ALL INFORMATION EARLY. We reserve the right to edit or change verbiage or clipart before use.