



Saint Clare of Assisi Roman Catholic Parish

(623) 546-3444

church@stcpaz.org

stcpaz.org

2023 - 2024

FACILITY AND FUNDRAISER REQUEST FORM

PLEASE PRINT

SEE CALENDAR ON BACK FOR CLOSURES

Ministry Name: _____

Date of Submission: _____

Contact Name: _____

Contact Phone & Email: _____

Facility Being Requested:

- Church
- Vestry
- Narthex
- Palo Verde
- Ramada
- Hall N
- Hall S
- Hall Ctr
- Kitchen
- Parking Lot
- Offsite

Select Mass Times:

- 4pm (Saturday)
- 7am
- 9am
- 11am
- 5pm

Start Time: _____

End Time: _____

Setup (*in minutes*): _____

Cleanup (*in minutes*): _____

Fundraiser? Y N

Describe the Event: _____

Event Date(s): _____

Expected Number of Attendees: _____

Recurring Event? Y N

Frequency: Weekly Monthly Quarterly

Holidays/Holy Days/Reserved/Facilities Closures

See calendar on back

2023	2024
7/3-4 Independence Day	1/1 New Year's Day
9/4 Labor Day	1/15 Martin Luther King Jr.
11/23-24 Thanksgiving Holiday	2/16-18 Men's Welcome Retreat
12/16-17 Angel Tree	2/19 President's Day
12/24-31 Christmas, Facilities Closed	2/23-25 Women's Welcome Retreat
	2/28-3/2 Rummage Sale
	3/25-4/2 Holy Monday thru Easter Tuesday
	5/27 Memorial Day
	6/9-23 Vacation Bible School & Setup

Disclaimer: With construction underway, we do not have a clear picture of how everything will be set up or how much room will be available throughout the year. We reserve the right to cancel activities/events as needed.

- Submit hard copies or email form to keaton@stcpaz.org
- Review and approval by Pastor is required for all fundraisers
- We reserve the right to deny a request for any reason

FOR OFFICE USE ONLY

Approved? Y/N: _____
 Date Received: _____//_____/_____
 Date Entered in PDS: _____//_____/_____
 Entered by: _____

JULY 2023 - JUNE 2024

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29