

CATHEDRAL CATHOLIC COMMUNITY

ST MARY CATHEDRAL, ST THOMAS & HOLY REDEEMER

606 N Ohio Avenue • Gaylord, Michigan 49735-1999 • 989.732.5448 • FAX 989.705.3585

Facility Request Form ~ 2025/2026

All Cathedral and School events require a *Facility Request Form* to be filled out and returned to the Parish Office.

All Groups are responsible for arranging set-up and clean-up for their event.

Event: _____

Event Date: _____
(If multiple dates, circle dates below)

Contact Person: _____

Event Time: _____ to _____

Contact Person Phone: _____

Set-up Date: _____

Contact Person Email: _____

Set-up Time: _____ to _____

Number of Participants: _____

☐ Set-Up Diagram/Equipment Needed (over)

Sponsoring Group: _____

July 2025—June 2026

2025

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

2026

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

CHURCH USE:

- ☐ Cathedral
- ☐ Chapel
- ☐ Gather Space
- ☐ Meeting Room A
- ☐ Meeting Room B
- ☐ Divider Closed/Open
- ☐ Parish Hall
- ☐ Kitchen
- ☐ _____

SERVICES NEEDED:

- ☐ Musician(s)
- ☐ Lector
- ☐ Altar Server(s)
- ☐ Sacristan
- ☐ Communion Ministers
- ☐ _____
- Internal Use Only:
 - ☐ Suspend Adoration
 - ☐ Adorers Notified
 - ☐ Adorers Notified

HOLY REDEEMER

- ☐ Church
- ☐ Parish Hall
- ☐ _____

St Thomas Aquinas

- ☐ Church
- ☐ Parish Hall
- ☐ _____

DIAGRAM OF SET-UP

Special Equipment Needed: _____

Arrangements for Meals/Refreshments: _____

Special Arrangements/Set-up Instructions: ☐ Attach Diagram of set-up (if needed)

COMPLETED BY CATHEDRAL STAFF

Received By: _____ Date _____

Rector's Approval _____ Date _____

Principal's Approval _____ Date _____

(If Applicable)

☐ GROUP HAS COPY OF FACILITY CLEAN-UP RULES

CONFIRMATION/DENIAL OF REQUEST WILL BE MADE TO REQUESTING CONTACT PERSON IN A TIMELY MANNER.