

## USING MEETING SPACES AT ST. ALOYSIUS

St. A's is growing and more groups are forming all the time. In order to keep an accurate calendar, **ALL** groups must complete a Room Reservation Form. This will allow us to keep a paper trail of who has reserved a space, and it will allow us to put the information on our web site calendar.

When requesting a room please follow these steps:

1. Check the parish website ([starcc.com](http://starcc.com)) and click on calendar to see if the space you want is available.
2. If the room is free, complete the entire "St. Aloysius Room Reservation Form" including how you need the room set up. Mark the form new and date it.
3. Email the completed form to [office@starcc.com](mailto:office@starcc.com). We will put it on the Parish office master calendar.
4. The Parish office will then forward the information and have it put on the web calendar. Seeing it posted on the web calendar is your confirmation that the room is reserved.
5. **KEEP A COPY FOR YOUR OWN RECORDS.**
6. If there is a change (time, date, etc.) check the web calendar, make the necessary changes on the original form and mark the form 'revised' and email it.
7. To cancel an event, please mark your form 'cancelled' and email it to us. We will then have it removed from the web. Please be sure to cancel your event – other groups may want to use the space and we will be encouraging people to look on the web for activities.

If you have questions that you cannot find online, please do not hesitate to call the Parish Office at 203-966-0020. However, we do appreciate your using the web first.