

OUR LADY OF THE WAYSIDE PARISH

BUSINESS OFFICE
434 WEST PARK STREET
ARLINGTON HEIGHTS, ILLINOIS 60005-1701
847-253-5353 FAX 847-253-9810

Date: May 11, 2008
To: All Parish Organizations and Members
(Please alert the person responsible for scheduling any events)
From: Ken Adamick - Parish Business Manager
Subject: **Annual Facilities Scheduling – Fiscal Year 2009**

It is time again to begin to plan for meeting places for Parish committees, programs, and major events from July 1, 2008 through June 30, 2009. Packets of information pertaining to scheduling and set up of events have recently been mailed to those who have scheduled events in the past. Additional packets are available in the Parish Center. This information is self-explanatory.

Please remember that every activity (including room preparation and clean up) requiring use of any Parish property must be scheduled. All space required for the activity (gym, kitchen, classroom for coats, etc.) must be reserved prior to use. This year we again are requesting that you submit your anticipated set up/take down requests at the same time you submit your request to use the facility.

Please review the following timeline:

- **Scheduling** for 2008-2009 began May 2 and **ends June 6, 2008.**
- Requests received after June 6 will be held pending processing of all requests already received.
- Confirmation/conflict letters will be sent to you by July 3.
- If there is a conflict, changes to original requests are due back to Chris Otero by July 14, 2008.
- If you submitted a change to your original request, final schedule confirmation response letters will be sent out by July 28.
- On July 28 we begin processing late requests.
- Confirmation/conflict letters to late requests (those received after June 6) will be sent out by August 4.
- **Scheduling for 2008-09 stops August 4 until September 19.**

Remember: Turn in the fully completed form(s) to the Business Office in the Parish Center by Friday, June 6, 2008.

Incomplete forms will have to be returned.

Finally, thank you for your efforts on behalf of this parish and your cooperation with adhering to our facilities usage procedures and policies.

Ken Adamick