

## St. Therese Narthex (Outdoors) Scheduling Request Form

**Contact: Rosemary Hyman, Liturgy Coordinator**  
**704-664-3992, ext 315**  
[rhyman@sainttherese.net](mailto:rhyman@sainttherese.net)

For Office Use Only:  
Approved by/date:

- Scheduling the use of carts for non fundraising advertising outside after Masses must be done by contacting the Liturgy Coordinator in writing.
- Scheduling the use of carts for **fundraising activities** must be done by contacting the Liturgy Coordinator in writing **at least 2 weeks in advance. Without the approval first from the Pastor, no information regarding the fundraiser will be put in the bulletin.**
- "Narthex Scheduling" forms are available in the Parish Office Administration hallway or online. **Requests can also be submitted electronically at: <https://sainttherese.net/narthex-scheduling>.**
- **ONLY 2** activities will be approved on any one weekend due to space limitations.
- No tables – carts will be used as available.
- You will be responsible for any setup, manning the cart, and returning the items to the appropriate area.
- A volunteer from your group must be at **each Mass** (Saturday 5pm, Sunday 8am, 10am, 12pm, 2:30pm, and 5:30pm) to answer questions, restock, etc.
- Any items not removed following the 5:30pm Sunday Mass will be discarded.
- The Liturgy Coordinator and the Parish Staff are not responsible for your materials.

Today's Date:

### CONTACT INFORMATION

Name of person making request:

Phone Number(s):

Email:

Ministry/Group Name:

### REQUEST INFORMATION

Date(s)/Weekend(s) Requested (**Maximum 2 weekends**):

Specific Details:

Is this a Fundraiser?  No  Yes If no, approval of Liturgy Coordinator is required.  
If yes, Pastor and Liturgy Coordinator signatures are required.

\_\_\_\_\_

Pastor

\_\_\_\_\_

Liturgy Coordinator

Does this event or activity require prior approval or scheduling?  No  Yes

If yes, has it been done?  No  Yes