

# Queen of Angels Calendar 2019-2020

---

**Plan ahead! We want you to organize your calendar for 2019-2020. Please follow the instructions and submit your FACILITY FORMS by Monday, June 17 2019. The Facility Form can also be found online at [www.QueenOfAngelsNYC.org/Ministries/Facility-Form/](http://www.QueenOfAngelsNYC.org/Ministries/Facility-Form/)**

1. Use the FACILITY FORM for:
  - a. Activities, Events, & Meetings.
  - b. Indicate the name of your EVENT
  - c. FACILITY FORM, please indicate the number of people you expect. Under REQUEST(For event, activities or meeting), indicate the number of tables and chairs you need, supplies and specific equipment you need,
2. Fill out the entire FACILITY FORM. This is for our records.
3. Sign your name on the APPLICANT section, with date.
4. Make a copy of your FACILITY FORM.
5. Once you filled out your FACILITY FORM, make an appointment with Carlos Apestegui (The Facility Manager) to arrange the set up of the room

#### **PLEASE REMEMBER THE FOLLOWING:**

1. Do not assume that speaking with the Pastor or Pastoral Associate about the facility, date, and time are confirmation of your request for space. You must submit the FACILITY FORM
2. Do not Give the Pastor or Pastoral Associate the FACILITY FORM during Sunday Mass, or at any other time, unless you made an appointment. Please submit the FACILITY FORM to the Rectory Office.
3. Do not Submit the FACILITY FORM without making a copy for your records.
4. Do not assume you have a FACILITY for any meetings. Any meetings for planning, preparation for activities, or events must be submitted on a FACILITY FORM.

**Submit your FACILITY FORM by Monday June 17th, 2019**

# Calendario de Actividades para 2019-2020 de Reina de los Ángeles

---

**Planifique con anticipación! Queremos que usted organice su calendario de actividades para el 2019-2020. Por favor, siga las instrucciones y presenten sus FORMULARIO DE ESPACIO para el Lunes, 17 de Junio 2019. El Formulario de Espacio también se puede encontrar en nuestra pagina:**

**[www.QueenOfAngelsNYC.org/Ministries/Facility-Form/](http://www.QueenOfAngelsNYC.org/Ministries/Facility-Form/)**

1. Utilice el Formulario de ESPACIO para:
  - a. Sus actividades, eventos, y reuniones.
  - b. Indique el nombre de su evento
  - c. En el Formulario, por favor indique el número de personas que se pueden esperar. En la sección de SOLICITUD (REQUEST), para eventos, actividades o reuniones, indicar el número de mesas y sillas que necesita, y suministros y el equipo que usted necesita.
2. Llene el FORMULARIO. Esto es para nuestros registros.
3. Firme su nombre en la sección SOLICITANTE, con la fecha.
4. Haga una copia de su FORMULARIO.
5. Una vez EL FORMULARIO ESTE COMPLETA, haga una cita con Carlos Apestegui(Encargado de las Instalaciones) para coordinar la preparación del lugar reservado.

## **POR FAVOR:**

1. No hacer pedido personal al Pastor o Pastor Asociado- La Solicitud con la fecha y hora se confirmará después que su FORMULARIO sea recibida
2. No pregunte al Pastor o Pastor Asociado por información sobre las solicitudes durante la Misa del Domingo, o en cualquier momento, a menos que haya hecho una cita. Por favor envíe su planilla de reservación a la Oficina de la Rectoría.
3. No envíe su planilla de reservación sin haber hecho una copia para sus archivos.
4. No Suponga que tiene una reservación para las reuniones. Las reuniones para la planificación, la preparación de las actividades o eventos deben ser presentadas en una planilla debidamente completada.

**De presentar su Planilla para Reservación de Espacio para sus actividades del 2017-2018 para el Lunes 17 de Junio 2019**

# Queen of Angels Church

2019-2020

44-04 Skillman Ave  
Sunnyside, NY 11104  
Office 718.392.0011 Fax 718.472.2625  
Website: QueenOfAngelsNYC.org  
Email: FMS@queenofangelsnyc.org

- Space is Available  
 Space is not Available

## Facility Request Form

FOR OFFICE USE ONLY

Please fill out this form with your request for use of facilities during the coming year.  
It is important that you fill out this information exactly.

DATE \_\_\_/\_\_\_/\_\_\_ EVENT NAME (optional) \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_

What Facility do you wish to use? \_\_\_\_\_

Second Choice? \_\_\_\_\_

Number of People Attending?  
(See Space & Capacity on 2<sup>nd</sup> Page)

What dates do you require? From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Preparation Time for Event: Beginning: \_\_\_\_\_ (am/pm) Ending: \_\_\_\_\_ (am/pm)

What time does your event begin? Beginning: \_\_\_\_\_ (am/pm) Ending: \_\_\_\_\_ (am/pm)

What Frequency? (Please check one)  Single Event  Daily  Weekly  Bi-Weekly  Monthly

Special Needs: (Please check one & list items needed in the reverse side of this sheet)

- Audio/Video  Event Announcement  Custodial Services  
(See additional form) (Charges may be assessed)

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Pastoral Associate \_\_\_\_\_ Date \_\_\_\_\_

Facility Manager \_\_\_\_\_ Date \_\_\_\_\_

Pastor \_\_\_\_\_ Date \_\_\_\_\_

