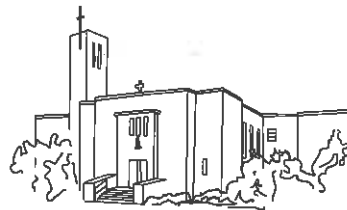


# Saint Vivian Church

7600 Winton Road, Cincinnati Ohio 45224



July 17, 2024

Organization Leaders,

Enclosed is a copy of the form to reserve a space for your meetings/activities during the 2024-2025 year. Please fill it out and return to the Parish Office by July 31, 2024. After July 31, 2024, we will review all reservation forms received and try to resolve any scheduling conflicts. Any requests received after that date would be on a first come-first serve basis, with the exception of church celebrations, which sometimes must be scheduled at the last minute (funerals, etc.).

Please remember no meetings or activities may be scheduled during Holy Week, April 13 through April 20, 2025. In order for our parishioners and their families to attend liturgies, as we do with Holy Week, no activities may be scheduled on Holy Days or the eves of Holy Days. These dates are August 15, November 1, December 9, December 24 & 25, December 31, 2024, and January 1, 2025. November 2, 2024 is All Souls Day and March 5, 2025 is Ash Wednesday. These days will also be excluded from activities due to their significance and evening liturgies. All church liturgies and services, such as Confirmation (February 25, 2025), Thanksgiving Day (November 28, 2024) and Graduation (May 21, 2025) take priority over all other events, and all facilities are unavailable on these days.

Please remember that you must arrange key pick-up and return to the Parish Office. Also, St. Vivian policy is that keys will only be given to adults. This is adults as defined by the Decree on Child Protection of the Archdiocese of Cincinnati; a person must be 18 years of age and out of high school. Children must be supervised at all times on the grounds.

If you are aware of someone who has not received a form and needs to schedule space this coming year, please tell him or her to call the Parish Office and I will be glad to send them a form. The scheduling form is also available on the St. Vivian website.

Facilities and rooms available are: Backstage Room, Cafeteria, Church, Philippine Center, Philippine Center Lobby, Gather Room (Sacramental & Commission Mtg.) and Ursuline Hall. Thank you. Any questions or comments please call 728-4331.

Sincerely,

Kathleen J. Rothschild CPA  
Business Manager  
Enclosure (1)

# ST. VIVIAN PARISH 2024-2025 SCHEDULE REQUEST FORM

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

	Date	Time	Event	Facility/Room
<b>July 2024</b>	4		INDEPENDENCE DAY-NO ACTIVITIES	
<b>August 2024</b>				
	15		ASSUMPTION OF MARY-NO ACTIVITIES	
<b>September 2024</b>				
	2		LABOR DAY-NO ACTIVITIES	
<b>October 2024</b>				
<b>November 2024</b>	1 & 2		ALL SAINTS & EVENSONG-NO ACTIVITIES	
	28 & 29		THANKSGIVING-NO ACTIVITIES	
<b>December 2024</b>	9		IMMACULATE CONCEPTION-NO ACTIVITIES	
	24-25		CHRISTMAS-NO ACTIVITIES	
	31		MARY MOTHER OF GOD-NO ACTIVITIES	

# ST. VIVIAN PARISH 2024-2025 SCHEDULE REQUEST FORM

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

	Date	Time	Event	Facility/Room
<b>January 2025</b>	1		MARY MOTHER OF GOD-NO ACTIVITIES	
	20		MARTIN LUTHER KING DAY-NO ACTIVITIES	
<b>February 2025</b>				
	17		PRESIDENTS DAY-NO ACTIVITIES	
	25		CONFIRMATION-NO ACTIVITIES	
<b>March 2025</b>				
	5		ASH WEDNESDAY-NO ACTIVITIES	
<b>April 2025</b>				
	13-19		HOLY WEEK-NO ACTIVITIES	
	20		EASTER-NO ACTIVITIES	
	21		EASTER MONDAY-NO ACTIVITIES	
<b>May 2025</b>				
	22		GRADUATION-NO ACTIVITIES	
	27		MEMORIAL DAY-NO ACTIVITIES	
<b>June 2025</b>				