

Please complete the form below and email it to [secretary@stmhouston.org](mailto:secretary@stmhouston.org) or turn it into the church office. Forms must be received at least 2 WEEKS prior to the event.

## Scheduling Request Form

### Office Use Only:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Received By: \_\_\_\_\_  
Date Entered: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Entered By: \_\_\_\_\_  
Confirmation sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ATTENTION:

- The parish maintenance will make every effort to have the meeting set up as requested.
- Confirmation email or call will verify facility scheduled.
- Please return facility key within 3 days
- If you have scheduled an event and want to change dates/time, please include event name, dates & time that the reservation was scheduled
- Servant Hall is for Funeral Receptions, be aware that you may get transferred to another facility if needed
- If a date requested have different times than others please specify

\* = **must** fill out information

\*Today's date: \_\_\_\_\_ \*Event Name: (Be Specific) \_\_\_\_\_

\*Organization: \_\_\_\_\_

\*Person leading the event: \_\_\_\_\_

\*Phone: (    )    -    Ext. #    \*Cell: (    )    -    Fax: (    )    -

\*E-mail: \_\_\_\_\_

\*What facility do you wish to use? \_\_\_\_\_

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

\*What Dates? (Please be specific [mm/dd/yy]) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*What Time(s)? Beginning: \_\_\_\_\_ (AM) (PM)      Ending: \_\_\_\_\_ (AM) (PM)

\*Setup: \_\_\_\_\_ (minutes)      \*Setup: \_\_\_\_\_ (minutes)

**Notice:** Please circle

\*Number of people expected? \_\_\_\_\_

\*Requirements (tables, chairs, etc.) \_\_\_\_\_

\*Room Arrangement (please describe setup or attach drawing) \_\_\_\_\_

\_\_\_\_\_

**Remarks:** \_\_\_\_\_