

St. Bartholomew the Apostle Catholic Church

5356 11th Street, Katy, Texas 77493

Phone (281) 391-4758 ❖ Fax (281) 391-3978

Facility Request Form for Single Event

A request to use any facility must be submitted to the Facility Scheduler no later than three weeks (21 days) prior to the date on which that facility is needed in order to avoid conflict with other scheduled events or groups.

The facilities: Church Chapel Old Parish Hall T-Shack (T15 & T16)
 Religious Education Center FLC Hall Table in Narthex Table outside of church Youth Building FLC Auditorium FLC Conference Room

Group: _____

Event: _____

Bulletin Event: yes no Announcement Needed: yes no
(Announced weekend before event only)

Contact Person: _____

Phone: _____ Cell: _____

E-mail: _____

Day Required: (mm/dd/yr) _____

From: _____ am/pm. To: _____ am/pm.

Set-up: _____ am/pm. Clean-up: _____ am/pm.

Event Description: _____

Signature: _____ Date: _____

Policy on Use of Facility:

1. All events should end by 9 pm, unless prior permission was obtained by Pastor.
2. Before vacating the facility, all lights, heating, air conditioning, and/or sound systems must be turned off and secured.
3. The room must be left in the condition it was provided, trash disposed of properly, chairs rearranged and all doors locked.
4. If keys were received on loan, they should be returned to the Parish Office.
5. Report all damages or unsatisfactory conditions.