

DATE REC'V: \_\_\_\_\_  
DATE SCHL'D: \_\_\_\_\_  
(OFFICE USE)

**St. Bartholomew the Apostle Church**  
**5356 11<sup>th</sup> Street**  
**Katy, TX 77493 281.391.4758**

**2016-2017 Room Request Schedule**

Church, FLC Parish Center, Old Parish Hall, T-shack 15, T-shack 16, Chapel, Religious Education Center (REC), Youth Building

Group/Ministry: \_\_\_\_\_  
Room Requested: \_\_\_\_\_ Time of Event: \_\_\_\_\_ / \_\_\_\_\_  
Day Requested: \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_  
How Many People \_\_\_\_\_ Set-up- Begin: \_\_\_\_\_ Clean up End: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Enter Dates as Requested Below:**

\*Sept. 2016: \_\_\_\_\_  
Oct. 2016: \_\_\_\_\_  
\*Nov. 2016: \_\_\_\_\_  
\*Dec. 2016: **NO MEETINGS THE LAST TWO WEEKS OF DECEMBER**  
\*Jan. 2017: \_\_\_\_\_  
Feb. 2017: \_\_\_\_\_  
Mar. 2017: \_\_\_\_\_  
\*Apr. 2017: \_\_\_\_\_  
\*May 2017: \_\_\_\_\_  
June 2017: \_\_\_\_\_  
\*July 2017: \_\_\_\_\_  
Aug. 2017: \_\_\_\_\_

**\*Parish office and buildings will be closed on Labor Day 9/5/2016, Thanksgiving Day 11/24&25/2016, Dec 2, 3, 4, Christmas Day Dec 23, 26, 27, New Year's Day 1/2/2017, Ash Wednesday 03/01/17 Holy Week 04/10-14/17, Easter Monday 04/17 Memorial Day 4/29 and Fourth of July 7/3-4. Parish Hall and Youth Building are closed for meetings the first weekend in May for parish bazaar. Also, the office and buildings are closed ½ day- at 12:30 on 11/24, and 4/13. Please schedule accordingly. ALSO SOME CHANGES MAY COME IF NECESSARY. PLEASE BE OPEN AND FLEXIBLE. Thank you!**