

DATE REC'V: _____
DATE SCHL'D: _____
(OFFICE USE)

**ST. BARTHOLOMEW THE APOSTLE CHURCH**  
**5356 11TH STREET KATY, TX 77493**  
**KATY, TX 77493 281-391-4758**

**2018 - 2019 Room Request Schedule – For Ministries**

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 \_\_\_\_\_

Size of Group \_\_\_\_\_ Set-up Begin: \_\_\_\_\_ Clean up End: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Note: Any equipment/items brought in will need prior approval by Facilities Coordinator, Maggie Lopez at [maggie@st-bart.org](mailto:maggie@st-bart.org)

Bulletin Announcement, Sound, Projector, etc. Set-Up: **Contact Pam Felcman at [pam@st-bart.org](mailto:pam@st-bart.org)**

Refreshment Set-Up: **Contact Mary Abrams at [mary@st-bart.org](mailto:mary@st-bart.org)**

Room Set-Up: **Request Work Order with Jaime Baltazar**

**Enter Dates as Requested Below:**

Sep. 2018 _____	Mar. 2019 _____
Oct. 2018 _____	Apr. 2019 _____
Nov. 2018 _____	May 2019 _____
Dec. 2018 _____	June 2019 _____
Jan. 2019 _____	July 2019 _____
Feb. 2019 _____	Aug 2019 _____

\*When the Parish Office is closed no meetings will be held. Parish Hall and Youth Building are closed for meetings during major parish events.

Labor Day	Sep-03-2018	Martin Luther King	Jan-15-2019
CCE Classes	Sep-15-2018	Ash Wednesday	Mar 6-2019
All Saints	Nov-01-2018	CCE Classes	Mar-30-2019
CCE Classes	Nov-03-2018	Penance Service	Mar 26-2019
Thanksgiving	Nov-22, 23, 24-2018	Parish Mission	Apr-1-3-2019
Confirmation	Nov-30-2018	Easter Monday	April-22-2019
Parish Mission	Dec-3-5-2018	Holy Week	Apr 15-19, 2019
Immaculate Conception	Dec-08-2018	Memorial Day	May-27-2019
Our Lady of Guadalupe	Dec 11,12, 2018	VBS	June 22-28, 2019
Christmas Day	Dec 22--31, 2018	Fourth of July	Jul-04-2019
New Year's Day	Jan-1-2019	Fest. Of the Assumption	Aug-15-2019
CCE Classes	Jan-26-2019		

**Facility Use Policy and an Indemnity and Hold Harmless Agreement:**

*The person/organization requesting the use of St. Bartholomew Church facilities hereby absolves the Church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.*

*Please report any damage to the church office promptly. The group or individual using the facility is responsible for set-up, clean-up, and return to normal set-up of the facility. Please review the following St. Bartholomew Church Facility use policy, responsibilities, etiquette, and fees document. Signing below indicates acceptance of all facility use policy and applicable fees.*

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

Please schedule accordingly. PLEASE BE OPEN AND FLEXIBLE. Thank you!