

CALENDAR AND FACILITIES SCHEDULING REQUEST

PROCEDURES FOR SCHEDULING ACTIVITIES AND/OR FACILITIES:

- Complete the form below. Please include as much information as possible.
- Return completed form to the sean@sttaec.org OR alex@sttaec.org no later than five weekdays before scheduled event.
- Calendar/Building Usage requests are not approved until you receive written confirmation.
- If your activity requires special table/chair setup, please indicate arrangement in the appropriate space below.
- **Originator of this document is responsible for securing building after event has ended.**

YOUR NAME	MINISTRY/ORG.	
PHONE (DAY)	PHONE (NIGHT)	
ROOM DESIRED: KRIST <input type="checkbox"/> KITCHEN <input type="checkbox"/>	NAVE <input type="checkbox"/>	BRUMLEY HALL <input type="checkbox"/> MEETING ROOM <input type="checkbox"/>
CLASSROOM # () () () () () () () () () () () () OTHER:		
IS THIS A RECURRING EVENT? Y N	DAY OF WEEK?	
EVENT NAME:	EVENT START DATE:	EVENT ENDING DATE:
BRIEF DESCRIPTION:	EVENT START TIME:	EVENT END TIME:
	ACCESS TO SPACE REQUIRED: _____ HRS/MIN BEFORE EVENT _____ HRS/MIN AFTER EVENT	
	SPECIAL EQUIPMENT NEEDED: TV (Presentation) <input type="checkbox"/> Podium <input type="checkbox"/> OTHER EQUIPMENT:	

NUMBER OF PEOPLE EXPECTED: _____ NUMBER OF CHAIRS _____ NUMBER OF TABLES _____

If setup is required for the event, please indicate the positioning of chairs and tables in a rough sketch below.*

*If St. Thomas already has your setup on file, please indicate that below, also.

<i>For Office Use Only</i>		
Send to: <input type="checkbox"/> Administrator After approval distributed to <input type="checkbox"/> Custodian/Sexton <input type="checkbox"/> Originator		
DATE RECEIVED:	DATE APPROVED:	APPROVED BY:
1800 Upper Bay Rd. Houston, TX 77058-4199 Phone: 281-333-2384 Fax 281-333-2385		

Facilities Information and Agreement

Please help us keep our facilities clean and organized. When using the facilities please make sure that the following list for each location used is checked off before ending and leaving your organizations event.

Krist Hall Use

- When using Krist Hall make sure that you have requested a particular set up if you wish for the Janitorial staff to set up chairs, tables, etc.
- Make sure that all decorations, props, etc. Used for the event are taken down and put away and not left in Krist Hall.
- When using the PA system make sure it is turned off and put away.
- When you are finished with your event, make sure the lights are turned off when you leave. This includes the lights in the restrooms of Krist Hall.
- If you are the last one in the building make sure that you lock the Brumley Hall entrance doors and make sure all lights are out inside and outside.

Initials of person requesting _____

Class Room/Conference Room Use

- Make sure you take any items used for your meeting or event with when the meeting is over.
- Turn out the lights and close the door when you are finished with your meeting or event.
- If you are the last one in the building make sure that you lock the Brumley Hall entrance doors and make sure all lights are out inside and outside.

Initials of person requesting _____

Sanctuary Use

- When you are finished using the Sanctuary make sure the lights are turned off in the Sanctuary, Narthex and bathrooms. If you have used the sound system make sure it is turned off.
- If you are the last one in the building make sure that you lock the Brumley Hall entrance doors and make sure all lights are out inside and outside.

Initials of person requesting _____

Kitchen Use

- Make sure all dishes, pots, pans, utensils, and coffee parts are washed and put away in the proper labeled locations.
- Make sure all counters are clean and free from food. Wipe up any spills on the counters and floors.
- Make sure that all food items are taken home and not left in the refrigerator. (If food is left in refrigerator make sure it is labeled with the name of the organization, person's name and telephone number.
- Make sure all open items (flour, sugar, cookies, crackers, etc.) left in the kitchen are put in containers with lids that seal.
- Make sure that ovens and stovetop are turned off. Clean the stove tops thoroughly and up any spills in or around the ovens.
- Clean and wipe any tables used in Krist Hall.
- Please have a person from your organization launder any towels or table clothes used. You are welcome to use the washer and dryer located in the kitchen or you make take them home to be laundered. If taken home please bring laundered items back within 3-7 days. Please return laundered items to their proper place. Please do not leave the building when the washer and dryer are running and do not leave items in the washer and dryer.
- Make sure all paper goods are returned and stored in their proper labeled cabinets.
- For evening events please make sure all trash is bagged and taken out to the trash dumpster before leaving. (This is important for night events because the janitorial crew will have already cleaned and left.)

Initials of person requesting _____