

# ST. MARK'S EPISCOPAL CHURCH & SCHOOL

## USE OF FACILITIES APPLICATION

John Giffin, Facilities Administrator

713-662-1210

Jgiffin@stmes.org

Meeting Name / Organization													
Person Requesting Space													
Staff Liaison													
Contact Information	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Home Phone _____</td> <td style="border: none;">Work Phone _____</td> </tr> <tr> <td style="border: none;">Cell Phone _____</td> <td style="border: none;">E-Mail _____</td> </tr> </table>	Home Phone _____	Work Phone _____	Cell Phone _____	E-Mail _____								
Home Phone _____	Work Phone _____												
Cell Phone _____	E-Mail _____												
Meeting Day & Date													
Meeting Time													
Recurring Meeting	Start Date _____ End Date _____												
Room Requested	<p style="text-align: center;"><i>Please circle</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Hauser Hall / Kitchen</td> <td style="width: 33%;">Church Office Parlor</td> <td style="width: 33%;">Gym / Flex Space</td> </tr> <tr> <td>Church / Chapel</td> <td>Vesting Room</td> <td>Music Room</td> </tr> <tr> <td>Margaret's Parlor</td> <td>Youth Room</td> <td>Upper Library Conference Room</td> </tr> </table>	Hauser Hall / Kitchen	Church Office Parlor	Gym / Flex Space	Church / Chapel	Vesting Room	Music Room	Margaret's Parlor	Youth Room	Upper Library Conference Room			
Hauser Hall / Kitchen	Church Office Parlor	Gym / Flex Space											
Church / Chapel	Vesting Room	Music Room											
Margaret's Parlor	Youth Room	Upper Library Conference Room											
Refreshments	<p><i>Please fill in number of people expected</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Coffee _____</td> <td style="width: 50%;"><i>Please circle if applicable</i></td> </tr> <tr> <td>Decaf Coffee _____</td> <td>You will bring in food or beverages</td> </tr> <tr> <td>Ice Water _____</td> <td>Caterer will use our kitchen and provide certificate of insurance</td> </tr> <tr> <td>Iced Tea _____</td> <td></td> </tr> <tr> <td>Lemonade _____</td> <td></td> </tr> </table>	Coffee _____	<i>Please circle if applicable</i>	Decaf Coffee _____	You will bring in food or beverages	Ice Water _____	Caterer will use our kitchen and provide certificate of insurance	Iced Tea _____		Lemonade _____			
Coffee _____	<i>Please circle if applicable</i>												
Decaf Coffee _____	You will bring in food or beverages												
Ice Water _____	Caterer will use our kitchen and provide certificate of insurance												
Iced Tea _____													
Lemonade _____													
Furniture & Equipment	<p><i>Please provide quantity needed for each</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Tables - Rectangular _____</td> <td style="width: 50%;">Easels/Flipcharts _____</td> </tr> <tr> <td>Tables - Round _____</td> <td>Poster Stands _____</td> </tr> <tr> <td>Chairs _____</td> <td>Podium/Microphone _____</td> </tr> <tr> <td>Tablecloths - Rectangular _____</td> <td>AV Setup _____</td> </tr> <tr> <td>Tablecloths - Round _____</td> <td>Screen _____</td> </tr> <tr> <td></td> <td>Banner _____</td> </tr> </table>	Tables - Rectangular _____	Easels/Flipcharts _____	Tables - Round _____	Poster Stands _____	Chairs _____	Podium/Microphone _____	Tablecloths - Rectangular _____	AV Setup _____	Tablecloths - Round _____	Screen _____		Banner _____
Tables - Rectangular _____	Easels/Flipcharts _____												
Tables - Round _____	Poster Stands _____												
Chairs _____	Podium/Microphone _____												
Tablecloths - Rectangular _____	AV Setup _____												
Tablecloths - Round _____	Screen _____												
	Banner _____												
Hiring of Officer/ Security *	<p>YES    NO    Hours Needed: from _____ to _____</p> <p>* At user's expense, refer to Parking Lot section of Facilities Policy</p>												