

USE OF FACILITIES APPLICATION

Online form to reserve space can be found at <https://stmarks-houston.org/downloadable-forms>

Submit copies of this completed application to:
 Brandon Krus, Facilities Coordinator, 713-667-7030, bkrus@stmes.org
 Tina Moses, Parish Administrator, 713-664-3466, tina.moses@stmarks-houston.org

Meeting Name / Organization	
Person Requesting Space	
Staff Liaison	
Contact Information	Home Phone _____ Work Phone _____
	Cell Phone _____ E-Mail _____
Meeting Day & Date	
Meeting Time	From _____ To _____
Recurring Meeting	Start Date _____ End Date _____
Room Requested	Please circle
	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	Please fill in number of people expected Please circle if applicable
	Coffee _____ You will bring in food or beverages
	Decaf Coffee _____ Caterer will use our kitchen and provide certificate of insurance
	Ice Water _____ _____
	Iced Tea _____ _____
	Lemonade _____ _____
Furniture & Equipment	Please provide quantity needed for each
	Easels/Flipcharts _____
	Tables - Rectangular _____ Poster Stands _____
	Tables - Round _____ Podium/Microphone _____
	Chairs _____ AV Setup _____
	Tablecloths - Rectangular _____ Screen _____
	Tablecloths - Round _____ Banner _____
Hiring of Officer/ Security *	YES NO Hours Needed: from _____ to _____ <small>* At user's expense, refer to Parking Lot section of Facilities Policy</small>