



CATHEDRAL OF THE IMMACULATE CONCEPTION

SCHEDULING REQUEST

Please fill out this form with your request for use of facilities during the coming year. It is important that you fill out this information exactly and completely.

Return Completed form to the Cathedral Office

Today's Date ___/___/___ Event Name _____

Organization _____ Contact Person _____

Address _____

City/State _____ Zip/Postal code _____

Phone (____) _____ — _____ Cell (____) _____ — _____

E-mail _____

Please check the facility you wish to use:

- | | |
|---------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Cathedral Center Room 1 (capacity 96) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Cathedral Center Room 2 (capacity 64) | <input type="checkbox"/> Cathedral |
| <input type="checkbox"/> Cathedral Center Room 3 (capacity 30) | <input type="checkbox"/> Chapel of Saints Peter and Paul |
| <input type="checkbox"/> Cathedral Center Room 1 & 2 (capacity 150) | <input type="checkbox"/> Angel House (Capacity ??) |
| <input type="checkbox"/> Samperi Hall (Cathedral Basement) (capacity 48) | |
| <input type="checkbox"/> J. J. Saleh (SVdP Outreach Center) (capacity 70) | |
| <input type="checkbox"/> Office Meeting Room (capacity 20) | |

Date (s) for use: From: ___/___/___ To: ___/___/___

Time? Start: _____ (am) (pm) End: _____ (am) (pm)

Setup: _____ minutes before Cleanup: _____ minutes after

What frequency? (daily, weekdays, monthly, once etc.) _____

Any exceptions to the frequency? (certain dates, months, etc.) _____

Other Comments (number of tables, chairs, etc.) _____

Please return this form to the Cathedral office as soon as possible. You will receive a confirmation or any changes by email or phone within two weeks of the date this form was turned in. If there are any changes to this request, please contact the Cathedral office as soon as possible at (903) 592-1617

Signature _____ Date _____