



## CATHEDRAL OF THE IMMACULATE CONCEPTION SCHEDULING REQUEST FORM

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:

Cathedral Center Room 1 (capacity 96)

Kitchen

Cathedral Center Room 2 (capacity 64)

Cathedral

Cathedral Center Room 3 (capacity 30)

Chapel of Saints Peter and Paul

Cathedral Center Room 1 & 2 (capacity 150)

Angel House (Capacity ??)

Samperi Hall (Cathedral Basement) (capacity 48)

J. J. Saleh (SVdP Outreach Center) (capacity 70)

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 \_\_\_\_\_