



ST. CECILIA CATHOLIC COMMUNITY

11720 Joan of Arc Dr , Houston , TX 77024

Tel: (713)-465-3414 Fax: (713)-465-1305

Email: JULIETTE - jnguyen@saintcecilia.org

RESERVATION REQUEST

10/5/2016

Requestor / Organization Name & Address: _____

Title/Reason of your meeting: _____

Contact Phone: _____

Cell Phone: _____

Email address: _____

Other info: _____

Office use_:	Approx. number of persons:
------------------------	----------------------------

A) Single event Date of the week _____

Date : _____

Time from: _____ AM / PM To: _____ AM / PM

Facility : _____

2nd choice : _____

B) Recurrent events ▶ 1 days, Repetitive, starting

from Date : _____ to End Date _____

Time from: _____ AM / PM To: _____ AM / PM

Frequency: _____

(e.g. every other Tuesday, weekly. Bi weekly on Monday, Monthly on Friday)

What percentage of the PARKING LOT will be needed for your event? Please highlight or circle (5%) (1/4) (1/3) (1/2) (3/4) (100%)

Will your event disturb other facility users? (e.g. concert, recital, pep rally, etc...) Noise level estimated: very loud, loud, quiet, _____

Please read the "Important Information" on the next page to abide with the reservation & usage policy. Initial of requestor: _____

Coffee (how many?) : _____ decaf? _____ Will the kitchen be used? _____ Number of chairs? _____ Number of tables? _____ Trash can? _____	Audio Visual needs: <input type="checkbox"/> Microphone, <input type="checkbox"/> overhead projector, <input type="checkbox"/> Screen stand, <input type="checkbox"/> DVD <input type="checkbox"/> VCR Video Others: _____ Internet access: "Guest" Electrical needs: _____
--	--

Please sketch / explain your room set up & further details

10/5/2016