

# ST. PHILIP'S

UNITED METHODIST CHURCH

5501 Beechnut ✦ Houston, TX 77096 ✦ 713/666-2175 ✦ 713/666-2349 (fax)

Day & Date of Meeting \_\_\_\_\_ Time of Meeting from \_\_\_\_\_ to \_\_\_\_\_

Standing request: Every \_\_\_\_\_ until \_\_\_\_\_

Submitted by \_\_\_\_\_ Date submitted \_\_\_\_\_

The following facilities are requested to be reserved:

Building \_\_\_\_\_ Room \_\_\_\_\_ Activity \_\_\_\_\_

**Check all items below that apply to your reservation needs.**

**Special Equipment needs:**

- Microphone/amplifier
- Podium
- TV/VCR

- Extension cord
- Screen
- Projector

**Special Needs for a charge:**

- Child Care
- Kitchen Use-food served?
- Clean-up

Other \_\_\_\_\_

Room arrangement instructions – Set-up for \_\_\_\_\_ of people:

Please draw diagram showing location and number of chairs, tables, etc.

Comments: \_\_\_\_\_

\_\_\_\_\_

As contact person for this event, I agree to be responsible for repairing any damage done to facilities or equipment as a result of this meeting/function.

Date confirmed by Property Manager \_\_\_\_\_

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Day Phone #

\_\_\_\_\_  
Evening Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax #