

## St. Peter's United Methodist Church

Today's date: \_\_\_\_\_

20775 Kingsland Blvd., Katy, TX 77450

Phone: Patty Campbell at 281-492-8031 Email: [pcampbell@stpeterskaty.org](mailto:pcampbell@stpeterskaty.org) Fax: 281-579-0856

Web: [www.stpeterskaty.org](http://www.stpeterskaty.org)

### Facilities Reservation Form

Contact Information		
Contact Name:	Home Phone:	
Address:	Cell Phone:	
City, State, ZIP:	Email:	
Event Information		
Name of Event:	Event Fee: <b>Due on or before the day of the event.</b>	
Sponsoring Organization/Group:	Ongoing? ___ Y or N	
Event Date(s): Or, list a date pattern (ex: 1 <sup>st</sup> Thur. each month thru May) <b>(Please attach a list of dates for multiple bookings.)</b>	Expected Attendance:	
Actual Event Start Time:	Event End Time:	
Set-Up Time(s):	Clean-Up Time:	
Room(s) Requested: - 1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice:	
<b><i>Please note that you will be notified if we need to change your room number due to a church- related function needing that specific room.</i></b>		
Equipment and Setup Information		
<b><i>Enter number of those items that will be needed for this event: (Set-up not available.)</i></b>		
___ Coffee Maker	___ Piano	___ Chairs
Tables: ___ Round ___ Rectangular	___ Tablecloths	___ Dishes, glasses, utensils
___ Podium	Other – (please list)	
<input type="checkbox"/> Please check box if Audio/Visual equipment will be needed. <b><i>Events needing audio/visual components will require you to contact Rev. Billy Watson before your reservation can be confirmed. For the quickest response, please email him at <a href="mailto:BWatson@stpeterskaty.org">BWatson@stpeterskaty.org</a>, or phone the church office at 281-492-8031.</i></b>		
<b>CONTINUED ON BACK</b>		

For Nursery availability, please contact Aimee Wendrock at [AWendrock@yahoo.com](mailto:AWendrock@yahoo.com) or phone the church office at 281-492-8031, ext. 358.

Please make your request at least one week prior to your scheduled event.

**If you use the Nursery and your event/meeting is cancelled, please remember to call Aimee Wendrock to cancel your childcare needs.**

Organization agrees to indemnify and hold harmless St. Peter's United Methodist Church for any and all claims, whether in contract or tort, including, but not limited to those alleging negligence, premises defect, or any other legal theory against Organization or St. Peter's United Methodist Church arising out of the use of or occupation by the Organization of the Church facilities, including those claims asserting negligence or premises liability, in whole or in part, by St. Peter's United Methodist Church.

Any set-up/take down will need to be done by the group itself. In order to conserve energy, please turn all the lights off when you leave. Please leave the room like you found it, cleaning up when necessary.

**IF YOU ARE NOT PLANNING TO MEET ON A SCHEDULED DATE, PLEASE CALL PATTY CAMPBELL AT 281-492-8031 TO CANCEL.**

Application signed this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Signature of requesting individual:

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