



CORPUS CHRISTI
CATHEDRAL

Today's Date: _____

Request for Scheduling Facilities

(All Scheduling Must Be In Writing)

Event Date(s)	Time(s) Requested	Name of Event	Person Responsible	Phone # Person Responsible
	From – To			
/ /	am/pm – am/pm			() -
/ /	am/pm – am/pm			() -
/ /	am/pm – am/pm			() -

Location(s) Requested: (Please Mark With a Check)

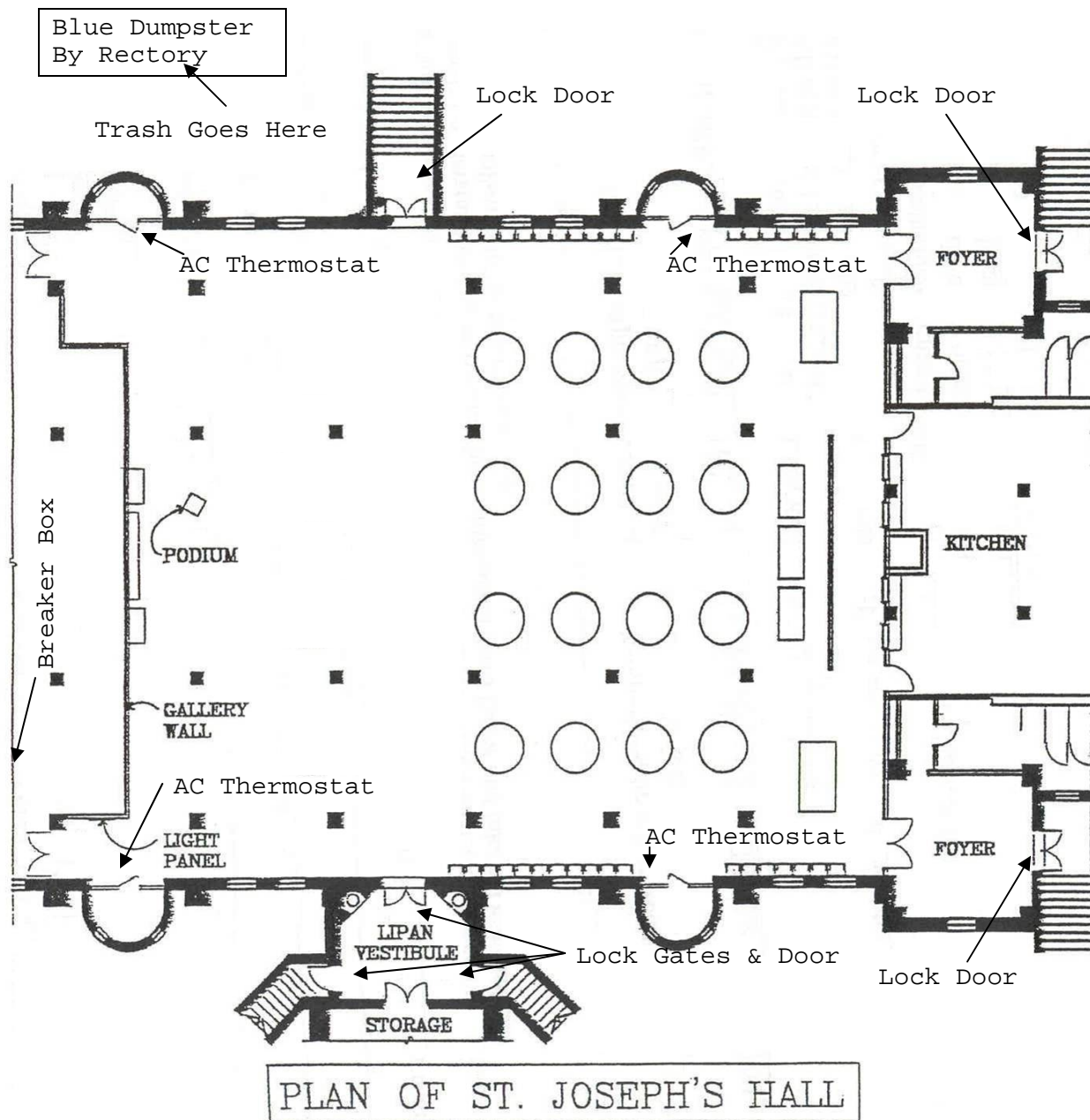
- Cathedral (Should you require after hours access to the Cathedral, there is a \$50.00 custodial fee.)
 - Emmanuel Chapel
 - Courtyard
 - Classroom #
 - St. Joseph's Hall (To reserve hall, your group must consist of 20 or more people.)
 - * \$100.00 Custodial Services (Should you require custodial services for preparation and/or clean up of St. Joseph's Hall. Feel free to contact **Ester Torres** at (Table Clothes \$5.00 per cover) **884-6743**.)
- St. Joseph's Hall contains 200 chairs, 24 round tables, 6 – 6 foot tables, 4 – 8 foot tables, 2 large wooden tables & 2 small wooden tables.)

*You will be billed \$200.00 if you do not contract custodial services and fail to leave the hall in good condition. Please refer to the check list on the back of this form for cleanup requirements for the Hall should you decide not to contract custodial services.

**All reservations are subject to cancellation should the bishop require the facility.

***Please note that during the school year the Cathedral Choirs practice on Wednesday from 4:00 pm to 10:00 pm and Thursday from 5:30 pm to 10:00 pm. Please try to schedule your event around these times as parking is limited.

Fax this form to (361)883-1918, or drop it off at the parish office.
Please keep a copy for your records.



Check List For St. Joseph's Hall:

- Trash** - All trash must be disposed of in blue dumpster on north side of property between rectory and school building. Please do not drag trash bags across the floor.
- Utensils** - All dishes, pots, pans, etc. must be washed and returned to their proper places after usage. Cleaning materials and dish towels are not furnished.
- Tables & Chairs** - All tables & chairs must be cleaned and returned to their proper places if rearranged. See hall diagram (left) for placement of tables. Please do not drag tables or chairs across the floor.
- Sweep Floors** - A dust mop is located in the kitchen. Please push it across the floor.
- Air Conditioners** are to be turned off using the four thermostats located on the north and south walls. See diagram.
- Lights** - There are two sets of lights. The ceiling fan lights are to be turned off by flipping the breakers in the "Breaker Box" marked with an orange tab in back of hall. See diagram. The lights attached to the columns are to be turned off by flipping the switches on the "Light Panel." See diagram.
- Doors** - All doors & gates must be locked when you leave. See diagram for doors & gates to be checked.
- Keys** - All keys are to be returned by the next working day to the parish office.

DO NOT tape, staple, tack, or glue decorations or other items to any painted surface in St. Joseph's Hall.
All decorations shall be confined to the table tops.

If these policies and procedures are not followed, you will be invoiced for not less than \$75.00. All questions regarding the facility usage may be directed to the parish office at (361)883-4213.