



CORPUS CHRISTI CATHEDRAL

Today's Date _____

REQUEST FOR SCHEDULING CATHEDRAL FACILITIES

(All Scheduling must be in writing)

LOCATION REQUESTED: (PLEASE MARK WITH AN "X")

CATHEDRAL _____ EMMANUEL CHAPEL _____ ST. JOSEPH'S HALL _____
CLASSROOM (please circle #1, #2, #4, #7, #8) _____ COURTYARD _____

Event Date	
Beginning Time	
Ending Time	
Name of Event	
Person Responsible	
Phone Number	
Email address	
If Hall is being used, will diocese clean up or contract cathedral cleaning crew?	Chancery staff _____ Cathedral cleaning crew _____ (this requires a \$100 fee); the cleaning crew are contracted on a need basis

PLEASE COMPLETE THIS FORM AND FAX IT TO:

361.883.1918

OR

YOU MAY COME BY AND LEAVE IT AT THE PARISH OFFICE LOCATED ON:

**505 North Upper Broadway
Corpus Christi, Texas 78401**

***Upon receiving your request and approval, a member of the staff will inform you via telephone or email to confirm your reservation.

Office Use Only:

Received on _____ Initial's of person receiving: _____
Approved on: _____ Initial's of person approving: _____
Request confirmed on: _____ Person contacting requester: _____