

St. Bartholomew Catholic Church
3601 Altamesa Blvd. - Fort Worth, TX 76133
Phone (817) 292-7703 - Fax (817) 817-292-2568
E-mail: stbarts@stbartsfw.org

Request to:

Schedule Event **Cancel Event** **Change Event**

Event: _____

Date Request Submitted: ____ / ____ / ____ Requested By: _____

Event Beginning Date: ____ / ____ / ____ Day of Week: _____

Event Ending Date: ____ / ____ / ____

Event Start Time: From: ____:_____m Event End To: ____:_____m

Reserve/Setup Time: ____:_____m Reserve/Clean-up Time: ____:_____m

- Room Arrangement Style: Classroom - Tables with chairs along the sides (no special set-up).
 Theatre - Half-moon shaped, with podium in front (like the church).
 Informal - Per your instructions---please attach diagram.
 Auditorium - Rows of chairs straight across in front of podium.
 Dining/Banquet - Set -up for dinner/reception---please attach diagram.

Comments or Additional Information:

Number Expected: _____ Will Event Need Kitchen Access? Yes No
Sound Technician? Yes No Lighting? Yes No

Number of Chairs: _____ Number of Tables _____

Special Equipment: TV DVD Player Microphone Laptop Connect. Piano

Person in Charge: _____ e-mail: _____

Home Phone: () _____ - _____ ext. ____ Work/Cell Phone: () _____ ext. ____

Group: _____ Leader: _____

PLEASE NOTE:

This form is only for scheduling of meeting rooms. If your event needs bulletin promotion it must be submitted directly to Judy Marquardt, Communications Director at her e-mail address: judymarq@uwmail.com or you may leave a written request in the parish office. Normal bulletin deadline is 10:00 a.m. Wednesday.

THIS AREA FOR STAFF USE ONLY

Fee If Required: \$ _____ Invoice: ____ / ____ / ____ Payment Received: ____ / ____ / ____

Rooms Assigned:

Date Approved: ____ / ____ / ____ By: Brother Paul Facilities Coordinator Office Manager

Posted To: Calendar Logos CD