

SAINT ANTHONY CATHOLIC CHURCH
404 N. BALLARD AVE.
Wylie, TX 75098-4400
972-442-2765
FAX 972-429-9215

Scheduling Request Form

Please fill out this form with your request for use of facilities during the coming year. It is important that you fill out this information exactly.

Date: ____ / ____ / ____ / **Organization Name:** _____

Coordinator Name: _____

Contact Person _____

Address: _____

City/State: _____ **Zip Code:** _____

Phone: (____) ____ - _____

Fax: (____) _____

E-mail: _____

What facility do you wish to use? _____

Second choice? _____

What will facility be used for? _____

How many people do you plan on attending? _____

If using Father Pondant Hall will you be using the Video/Sound System? _____

What dates do you require?

FROM: ____ / ____ / ____

TO: ____ / ____ / ____

What time do you need?

Beginning: _____ (AM) (PM)

Ending: _____ (AM) (PM)

What frequency? (daily, weekdays, 2nd Tuesday, monthly, etc.)

NOTE: Please return this to the office as soon as possible.

You will be informed if there are any changes to the schedule you requested.

If you have something booked and Father needs to use the facility for church purposes you will be notified ahead of time.

If there are any changes to this request, please contact the office as soon as possible so we can make the changes.