



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 Hall _____

Classroom (please circle 1, 2, 4, 7, 8) _____ Courtyard _____

Is this a Parish Organization making the request? **Yes** ___ **No** ___

Event Date	
Beginning Time	
Ending Time	
Name of Event	
Person Responsible	
Phone Number	
Email address	

Please complete and fax to: 361.883.1918

Or mail to:

505 N. Upper Broadway, Corpus Christi, TX 78401

Fee to use St. Joseph Hall is \$100. Groups using the hall are required to take care of cleaning.

Fee to use the classrooms is \$50 per room or \$100 monthly if using weekly. Groups using rooms are required to take care of cleaning. **Facilities must be left as found.**

***All reservations are subject to CANCELLATION should the Bishop require the facility requested.**

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

Office Use Only:

Received on _____

Initials of person receiving _____

Approved on _____

Initials of person approving _____

Confirmed on _____

Person contacting requester _____