

**September 1, 2018 – August 31, 2019 Facility Utilization Request – Tier 1**

**Epiphany Lutheran Church, 5515 W Broadway, Pearland, TX 77581 281-485-7833**

Today’s Date \_\_\_\_\_ Date(s) Needed \_\_\_\_\_

Activity \_\_\_\_\_ Requested by \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Frequency of Meetings (circle one) One time only-Weekly-Monthly-Bimonthly-  
Other, specify \_\_\_\_\_

Arrival/Setup Time \_\_\_\_\_ Beginning/Published Time \_\_\_\_\_

Ending/Published Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Age Group Participating \_\_\_\_\_ Number of People \_\_\_\_\_

Equipment Requests \_\_\_\_\_ Rooms Requested \_\_\_\_\_

**Note:** PLEASE SUBMIT THIS FORM AT LEAST 2 WEEKS PRIOR TO THE EVENT. WE WILL TRY TO ACCOMMODATE YOUR REQUEST BASED ON AVAILABILITY. LONG TERM USAGE REQUESTS MUST BE RESUBMITTED EACH YEAR BY THE FIRST SUNDAY IN AUGUST. OUR SCHEDULE RUNS FROM SEPTEMBER 1 – AUGUST 31 EACH YEAR.

**Please return this form to the proper folder in the plexiglass holder on the wall in the administrative hallway outside the church office. For questions regarding facility use, please contact Larry Woefel 281-485-7833 x311 or Debbie Oravetz 281-485-7833 x321.**

**If you want this event publicized in the announcements or the newsletter, please contact Cindy Eppelheimer at [cindy@epiphanypearland.org](mailto:cindy@epiphanypearland.org) or 281-485-7833 x318.**

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**OFFICE USE ONLY**

Request Approved \_\_\_\_\_ Date \_\_\_\_\_ Copies given \_\_\_\_\_

Room(s) Assigned \_\_\_\_\_ Date(s) Assigned \_\_\_\_\_

Activity Placed on Calendars \_\_\_\_\_ Entered Thru \_\_\_\_\_