

September 1, 2019 – August 31, 2020 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 or 281-485-7833 x318.

OFFICE USE ONLY

Request Approved _____ Date _____ Copies given _____

Room(s) Assigned _____ Date(s) Assigned _____

Activity Placed on Calendars _____ Entered Thru _____