



METROPOLITAN CHRISTIAN METHODIST EPISCOPAL CHURCH

8955 South Freeway (Hwy 288 @ Reed Road)
(713) 748- 5947 FAX (713) 748- 2718

FACILITY USAGE FORM

Requestor's Contact Information

Contact Name: _____ Phone No: _____ Alternate No: _____

Address: _____
Address & Street Name City State Zip Code

Email Address: _____

Date of Request: _____ Organization: _____ CME Ministry: Yes _____ No _____

Purpose: _____ Actual Event Date(s) _____

Time Facility is needed: Start: _____ AM/PM - End: _____ AM/PM Estimated No. of Guests: _____

Food Served: Yes _____ No _____ Deposit Amount: \$ _____

Area(s) of Usage:

Please check all that apply

Worship Center _____ Youth Center _____ Foyer _____ Classroom(s) _____ Pavilion _____ Parking Lot _____
Green Room _____ Other _____

Additional Request(s) for Other Services

Resource	Request	Special Instructions	Contact Person
A/C or Heat	Yes or No		Henry Durley 713-598-6556
Audio Tech	Yes or No		Rosco Carr 713-249-0262
Video	Yes or No		LaToya Johnson 832-524-8234
Kitchen	Yes or No		Elayne McClendon 832-689-4405
Set-Up/Dismantle Cleanup	Yes or No		Mike Scott 281-570-7007
Furnishing	Yes or No		Trustees
Equipment (i.e. electric, music, etc.)	Yes or No		Trustees
Security	Yes or No		Freddie Banks
Musician	Yes or No		Melanie Bivens 832-621-7911
Other Services	Yes or No		Trustees

Approved by: _____
B.O.C.E. Name