Reserve/Scheduling Facility Guidelines

Failure to comply with guidelines will delay scheduling or may cause request to be denied.

1. All reservations are done by filling out the Facility request form, or use the Facility form in the St. Thomas More website. If an email is sent to secretary@stmhouston.org for reservation, please ensure all requested information from form is on email. There will not be any verbal reservations. 
   Website: https://www.stmhouston.org/facility-request-form

2. All scheduling will be performed by the parish secretary or parish receptionist.

3. When reserving the facility please ensure a specific organization/individual name, the name of a direct contact and number, and organization/person that will setup and cleanup (after use) are provided. Not doing so will cause scheduling delays.

4. Please reserve facility in a timely manner. Request must be received at least 2 weeks prior to the event. (First-come, first-served basis)

5. Please provide specific dates and times. Stating that a facility needs to be booked “every other Wednesday” or “the first and last Thursday of month” is unacceptable and will cause delays in scheduling the facility.

6. The secretary will notify the organization/individual when the facility is scheduled.

7. Please be mindful when reserving a facility. For example, a gathering of ten people should not be using the Servant Hall.

8. Please notify the parish secretary with any changes in a timely manner.

9. Only the organization/individual that booked the facility should be occupying the facility.

10. Please ensure that the facility is maintained when finished.

11. Ensure that all chairs and tables have been placed back in their appropriate area. If tables and chairs were on carts please place back on carts.

12. Trash bags in trash bins that are used in facility should be picked up and thrown in the dumpster.

13. LIGHTS should be turned off.

14. LOCK all doors.

*Please note that it is not St. Thomas More’s staff responsibility to set up the facility before use nor after use. The responsible party is the organization/individual who scheduled/reserved the facility.*