

**St. Anthony Catholic Church**  
**16505 Kilowatt Rd. - Elmendorf, Texas 78112**

**Request for Facility Rentals**

Please complete this form and email to stanthonysoc@gmail.com, or send an email that includes ALL the information requested on this form. You will receive a response within 2 business days of your email.

- Your request will be noted on our calendar as pending in the order we receive it.
- Once Date is approved, and the Security Deposit is received, your event date is shown active on the calendar.

**Rental Date:** \_\_\_\_\_

**Event Set Up time:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**FACILITY REQUEST FOR:**

**CHURCH:**

Catholic Wedding \_\_\_ Baptism \_\_\_ Quincenera \_\_\_ Anniversary \_\_\_ Other \_\_\_\_\_

**PARISH HALL (Capacity 300):**

Catholic Wedding Reception \_\_\_ Quincenera \_\_\_ Anniversary \_\_\_ Other \_\_\_\_\_

**PARISH OFFICE EVENT ROOMS:**

McNamara Room (Capacity 45) \_\_\_ Miller Room (45) \_\_\_

**Contact Information**

**Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Primary Phone #:** \_\_\_\_\_

**Registered Parishioner (7 mos+):** \_\_\_\_\_

**Non-Registered Parishioner:** \_\_\_\_\_

**RENTAL PURPOSE:**

\_\_\_\_\_ Wedding Reception (Catholic Wedding)

\_\_\_\_\_ Wedding Shower

\_\_\_\_\_ Anniversary Reception

\_\_\_\_\_ Baby Shower

\_\_\_\_\_ Quincenera

\_\_\_\_\_ Day Retreat

\_\_\_\_\_ Family Reunion

\_\_\_\_\_ Business Event

\_\_\_\_\_ Birthday Party

\_\_\_\_\_ Other – Please Specify: \_\_\_\_\_

*Parish Office Use:*

*Rental Request Received:* \_\_\_/\_\_\_/\_\_\_ *Rental Approval provided to Renter* \_\_\_/\_\_\_/\_\_\_

*Pending Date input on calendar:* \_\_\_/\_\_\_/\_\_\_

*Date Security Deposit Received* \_\_\_/\_\_\_/\_\_\_ *Key Returned:* \_\_\_/\_\_\_/\_\_\_ *(if applicable)*