

# St. Nicholas Church Facility Reservation Form

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Start Time (Including Setup): \_\_\_\_\_ End Time: \_\_\_\_\_

Buildings (Check all that will be used):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Orand Chapel    | <input type="checkbox"/> Jacoby-Living Room           | <input type="checkbox"/> Jacoby- Dining Room |
| <input type="checkbox"/> Jacoby- Kitchen | <input type="checkbox"/> Jacoby- Back Dining Room     | <input type="checkbox"/> Our Savior Chapel   |
| <input type="checkbox"/> Moore House     | <input type="checkbox"/> Harte House- Conference Room | <input type="checkbox"/> Allen Hall          |

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Building Etiquette: Please return the building to the condition you found it in.  
If there are any accidents or spills, notify the church staff as soon as possible.  
**A voice message can be left 972-318-7070 or email at [office@stnicksonline.org](mailto:office@stnicksonline.org)**

Donations to defray cleaning and heating/cooling costs will be received at:  
4800 Wichita Trail, Flower Mound, TX 75022

Make checks payable to **St. Nicholas Church**. Write **"Facility Use"** in memo section.

**St. Nicholas Church**  
4800 Wichita Trail, Flower Mound, TX 75022  
972-318-7070 | [office@stnicksonline.org](mailto:office@stnicksonline.org)  
[www.stnicksonline.org](http://www.stnicksonline.org)