

# St. Thomas Indian Orthodox Cathedral, Houston, Texas

2411 Fifth Street, Stafford, Texas 77477

Ph: (281) 969-7461 / (346) 481-3795 / (832) 788-3965, Email: treasurerstoc@gmail.com

## Church/Auditorium Reservation Form

Name of Applicant (If Member include Member ID):			
Date of Application:			
Address of the Applicant:			
Mobile Phone No.:			
Email Id:			
Purpose of Using the Facility:			
Facility Needed (Check which all needed):	Church	Chapel	Auditorium
Date and Time of Function/Event:	Date:	Time (From-To):	
Signature of the Applicant:			

**PAYMENTS & INSTRUCTIONS:**

1. A DEPOSIT PAYMENT OF \$ \_\_\_\_\_ DUE BY \_\_\_\_\_ (WITHIN THREE BUSINESS DAYS FROM BOOKING). MODE OF PAYMENT: **CHECK CASH ZELLE.**
2. A BALANCE PAYMENT OF \$ \_\_\_\_\_ DUE BY \_\_\_\_\_ (ATLEAST 14 BUSINESS DAYS PRIOR TO THE RENTAL DATE). MODE OF PAYMENT: **CHECK CASH ZELLE.**
3. *ALL CHECK(S) SHALL BE WRITTEN TO ST. THOMAS ORTHODOX CATHEDRAL, HOUSTON OR TRANSFER VIA ZELLE TO [treasurerstoc@gmail.com](mailto:treasurerstoc@gmail.com).*
4. *FACILITY USAGE FEE IS WAIVED FOR ALL THE SPIRITUAL ORGANIZATIONS OF THE PARISH; HOWEVER, THEY ARE RESPONSIBLE FOR CLEANING THE FACILITY AFTER THE USAGE.*

**LIABILITY RELEASE FORM:**

I UNDERSTAND THAT WHEN RENTING THE ST. THOMAS ORTHODOX CATHEDRAL CHURCH FACILITY THAT ST. THOMAS ORTHODOX CATHEDRAL CHURCH IS NOT LIABLE FOR ANY INJURIES, DAMAGES, LOSS OF ITEMS THAT OCCUR DURING THE RENTAL PERIOD. WE FURTHER RELEASE AND HOLD HARMLESS THE ST. THOMAS INDIAN ORTHODOX CATHEDRAL CHURCH, BOARD OF DIRECTORS, MANAGEMENT COMMITTEE AND ANY AND ALL OF ITS REPRESENTATIVES FROM ANY LIABILITY ARISING FROM RENTING THE FACILITY.

\_\_\_\_\_  
Applicant Name and Signature

\_\_\_\_\_  
Date (Month, Day, Year)

**For Office Use Only**

Treasurer's Signature (Certify the Member is in Good Standing as per Records):	Date:
Secretary's Signature:	Date:
Facility Manager(s) Signature:	Date:
Vicar's Signature:	Date: