

IMMANUEL MAR THOMA CENTER

Owned and operated by

Immanuel Mar Thoma Church, Houston

Stafford, Texas



(A Non-Profit Religious Organization with 501(c)(3) Tax Exemption under Internal Revenue Service Code)

Introduction

IMMANUEL MAR THOMA CENTER (IMTC)

FACILITY USAGE APPLICATION FORM

LEASING ORGANIZATION / INDIVIDUAL INFORMATION

Name of Organization and/or Person _____

Address _____

City, State, Zip _____

Contact Person (Name & Title) _____

Phone (Main) _____ (Alternate) Fax _____

E-mail Address _____

BUILDING USAGE INFORMATION

Purpose _____

Event Date Desired ____/____/____ MON – TUE – WED – THURS – FRI – SAT – SUN

Rehearsal Date (if applicable) ____/____/____ MON – TUE – WED – THURS – FRI – SAT – SUN

Estimated Number of participants (Event) (Rehearsal) ____

OPTIONAL DATE ____/____/____ MON – TUE – WED – THURS – FRI – SAT – SUN

Agreement:

- By signing this application form, I agree that I have received the “Abstract of Facility Policies, Guidelines & Fees – Document No. 2, and I agree to abide by the governing rules established by this document.

- All use of Immanuel Center shall be permitted only after proper execution of a formal “Contract for Lease” has been signed.

Signature of the Applicant

Date:

Name of Applicant

Title/Position