

## What To Do If You Are Having An Event Or Study

### STEP 1:

- If you are having an event (one time or recurring), you need to fill out a Facility Request Form. This needs to be filled out if the event is on campus OR off campus.
  - You can find the form on the St. Peter's website ([www.stpkaty.org](http://www.stpkaty.org)), under "Resources" then "Policies and Forms" then "Facility Use Request Form".
  - If you have any questions on this form, please see the "Facility and Communication Request Form Help Sheet"
- This form needs to be filled out for EACH campus. Example: if you are having a Bible study that will meet at Kingsland Campus and West Campus, you must fill out one form for Kingsland Campus and one form for West Campus.
- You will receive a confirmation email once you have submitted your Facility Request Form.
- This is a request, subject to availability and approval. You will receive notice of confirmation or decline for your event from Facilities.
- If approved, your event will be placed on the St. Peter's calendar, which you can find on the website ([www.stpkaty.org](http://www.stpkaty.org)), under "Events" then "Calendar".
- Your contacts for any problems, questions, or changes in your Facility Request Form are the Facilities Team ([facilities@stpkaty.org](mailto:facilities@stpkaty.org)), Kevin Allen ([kallen@stpkaty.org](mailto:kallen@stpkaty.org)).

### STEP 2:

- If you are wanting your event to be promoted in any way and/or wish to have a registration, you need to fill out the Communication/Registration Request Form.
  - You can find the form on the St. Peter's website ([www.stpkaty.org](http://www.stpkaty.org)), under "Resources" then "Policies and Forms" then "Communication/Registration Request Form".
  - If you have any questions on this form, please see the "Facility and Communication Request Form Help Sheet"
- This is a request, subject to availability and approval.
- You will receive a confirmation email once you have submitted your Communication/Registration Request Form.
- Your contacts for any problems, questions, or changes in your Communication/Registration Form are Dana Sitton for communications ([dsitton@stpkaty.org](mailto:dsitton@stpkaty.org)) or Ashley Eidson for registration ([aeidson@stpkaty.org](mailto:aeidson@stpkaty.org)).