**TSO Headquarters - Building Use Request Form**

**Texas State Organization Headquarters**

**6220 Campbell Road, Suite 204 Dallas, TX 75248**

**972.930.9945**

Date of event       Date of request

Requesting chapter or committee

Anticipated number of attendees

Beginning time (Set-up)       Ending time (Clean-up)

**EVENT CONTACT PERSON (Print)**

[ ]  Installations of officers Name

[ ]  Initiation of new members

[ ]  Founders Day Home/Cell #

[ ]  Memorial service

[ ]  Tour Email

[ ] Chapter meeting

[ ]  Orientation tea

[ ]  Other

* We do not recommend groups larger than 20.
* The conference room has 16 office chairs available. If additional seating is needed, host chapter/committee must furnish folding chairs.
* The host chapter/committee is responsible for set-up, refreshments, clean-up, emptying of trash, and printing. “TSO Headquarters – Guidelines for Use” will be included with your request approval.
* Please be aware that state meetings may already be scheduled on your requested date.

**At least four weeks prior to requested date of use, this completed form must be returned to**

 Cheryl Crawford, Executive Secretary

 Texas State Organization

 P.O. Box 797787

 Dallas, TX 75379

 Email: alphasttx@sbcglobal.net

 FAX: 972.447.0471

Person making request (if different from contact person above)

Home/Cell #       Email

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**Headquarters staff will complete this part.**

 **Request granted Request denied**

**Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Executive Secretary**

 **Chapter/Committee notified “TSO Headquarters - Guidelines for Use” included**

*Updated August 30, 2017*