



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

- Installations of officers
- Induction of new members
- Founders Day
- Memorial service
- Tour
- 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 or committee must furnish folding chairs.
- ❖ The host chapter or 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.

CONTACT PERSON (Print)

Name _____

Home/Cell # _____

Email _____

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

Leesa Cole, Executive Secretary
Texas State Organization
P.O. Box 797787
Dallas, TX 75379
Email: tsosecretary29@gmail.com
FAX: 972.447.0471

Person making request (if different from contact person above) _____

Home/Cell # _____ Email _____

TSO Headquarters Use

Request granted

Request denied

Comments _____

Signed _____ Date _____

Executive Secretary

Chapter/Committee notified

"TSO Headquarters - Guidelines for Use" attached