

Our Lady of Guadalupe Church
The Annex Campus - 11762 FM 1560 N – Helotes, TX 78023

INFORMATION REQUEST FOR THE ANNEX FACILITIES RENTALS

Please complete this form and email to Sandra Archey at SArchey@olghelotes.org, or send an email that includes all of the information requested on this form. You should receive a response within 3 business days of your email. The Annex rentals are booked in the order that the requests are received. Because of future construction at The Annex, events may not be booked further than six months in advance at this time.

Use Date:

Option 1: _____

Option 2: _____

Use Time:

Option 1: _____

Option 2: _____

Facilities Requested (*please check all that apply*):

_____ House

_____ Chapel

_____ Pavilion

Contact Information

Name: _____

Mailing Address: _____

Email: _____

Contact Nos.: _____

Purpose of Use:

_____ Wedding Reception

_____ Anniversary Reception

_____ Family Reunion

_____ Baby Shower

_____ Wedding Shower

_____ Day Retreat

_____ Business Event

_____ Birthday Party

_____ Other (specify - _____)

Registered Parishioner: _____

Non-Registered Parishioner: _____