



# Building Use Request Form

**Alpha State Headquarters**  
6220 Campbell Road, Suite 204 Dallas, TX 75248  
972.930.9945

Date of Event \_\_\_\_\_

Date of Request \_\_\_\_\_

Request for use by \_\_\_\_\_  
Chapter or Committee

Anticipated number of attendees \_\_\_\_\_

Time set up will begin \_\_\_\_\_

Time take down ends \_\_\_\_\_

## EVENT

\_\_\_\_\_ Installation of officers  
\_\_\_\_\_ Initiation of new members  
\_\_\_\_\_ Founder's Day observation  
\_\_\_\_\_ Memorial Service  
\_\_\_\_\_ Tour of Headquarters  
\_\_\_\_\_ Other (describe on line below)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTACT PERSON

Name \_\_\_\_\_

Telephone Work \_\_\_\_\_

Telephone Home \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

- Groups larger than 20 are not recommended.
- The Alpha State Headquarters Board Room has chairs to seat 16 persons. If additional seating is needed, folding chairs must be furnished by host chapter/committee.
- The chapter/committee is responsible for its own refreshments, cleanup, emptying of trash, and printing.

Three weeks or more prior to requested date of use, return

**completed form** to Executive Secretary/Treasurer  
Texas State Organization  
P.O. Box 797787  
Dallas, TX 75279-7787  
Email: alphasttx@sbcglobal.com  
FAX: 972.447.0471

Person making request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## To be completed by Headquarters Staff

Request Granted \_\_\_\_\_ Request Denied \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Signature of Executive Secretary/Treasurer \_\_\_\_\_