



The Catholic Community of St. Luke the Evangelist

2016 -2017 ROOM RESERVATION FORM

CHECK ONE: Room REQUEST Reservation CANCELLATION Room CHANGE

HALL ROAD LOCATION

<input type="checkbox"/> Church <input type="checkbox"/> Chapel <input type="checkbox"/> Library <input type="checkbox"/> Room 1 <input type="checkbox"/> Room 2 <input type="checkbox"/> Room 3 <input type="checkbox"/> Room 4 <input type="checkbox"/> Room 5 <input type="checkbox"/> Room 6 <input type="checkbox"/> Conference Rm	<input type="checkbox"/> Any Room 5, 6, or Conference Rm <input type="checkbox"/> Any Room 1 - 4 <input type="checkbox"/> Social Hall (Partial or All) <input type="checkbox"/> Alcove 1 <input type="checkbox"/> Alcove 2 <input type="checkbox"/> Alcove 3 <input type="checkbox"/> Kitchen <input type="checkbox"/> Courtyard <input type="checkbox"/> Parking Lot
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**If all Social Hall needed. Reserve alcoves, kitchen & circle all by Social Hall.*

RIVERSTONE RANCH LOCATION

(CANNOT RESERVE UNLESS HALL ROAD LOCATION IS FULL)

<input type="checkbox"/> Acts Rm. 1 <input type="checkbox"/> Acts Rm. 2 <input type="checkbox"/> Acts Rm. 3 <input type="checkbox"/> Acts Rm. 4 <input type="checkbox"/> Acts Rm. 1 & 2 <input type="checkbox"/> Acts Rm. 3 & 4	<input type="checkbox"/> Acts of the Apostles Suite <input type="checkbox"/> Food Service Area
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ACTS Rooms 1 & 2 hold approx. 20-24. The ACTS of the Apostles Suite holds approx. 200 people without tables and 120-150 with tables.

Would you like your event published in the Bulletin? YES NO
 Childcare needed? YES NO (Childcare will be provided only at Hall Rd.)
 Event: Please name your event in the space below. Approximate number of people attending: _____

Room Requested by: _____ Ministry: _____

Email: _____ Phone Number: _____

Event Date: _____ **Circle or highlight dates on calendar below*

Event Start Time: _____ Event End Time: _____

Time you would like to enter the room: _____ Time you would like to exit the room if cleaning needed: _____

*Please Note: This form is to be used for parish staff and ministry group purposes only.
 Submitting a Room Reservation Form does not guarantee that the room is available or reserved.*

JULY 2016							AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6						1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
31																						30	31					
NOVEMBER 2016							DECEMBER 2016							JANUARY 2017							FEBRUARY 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28					
MARCH 2017							APRIL 2017							MAY 2017							JUNE 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
							30																					