



The Catholic Community of St. Luke the Evangelist

2017 -2018 ROOM RESERVATION FORM

CHECK ONE: Room REQUEST Reservation CANCELLATION Room CHANGE

HALL ROAD LOCATION

RIVERSTONE RANCH LOCATION

(CANNOT RESERVE UNLESS HALL ROAD LOCATION IS FULL)

<input type="checkbox"/> Conference Rm <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"/> Room 8	<input type="checkbox"/> Church <input type="checkbox"/> Chapel <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.*

<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 & 4 <input type="checkbox"/> Acts Rm. 2 & 3	<input type="checkbox"/> Acts of the Apostles Suite (Rms 1-4) <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: Please circle date(s) on calendar below.

Event Start Time: _____ Event End Time: _____ (HH:MM AM/PM)
 Time you would like to enter the room: _____ Time you would like to exit the room if cleaning needed: _____

X (Campus Closed) *Please Note: This form is to be used for parish staff and ministry group purposes only.*
X (Campus Closed 1/2 Day) *Submitting a Room Reservation Form does not guarantee that the room is available or reserved.*

JULY 2017							AUGUST 2017							SEPTEMBER 2017							OCTOBER 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			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	X	5	6	7	8	6	7	8	9	10	11	12	3	X	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	X	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										
NOVEMBER 2017							DECEMBER 2017							JANUARY 2018							FEBRUARY 2018						
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
			X	2	3	4						1	2		X	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	X	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	X	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	X	X	25	17	18	19	20	21	22	X	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			X	X	X	27	28	29	30	28	29	30	31				25	26	27	28			
							31																				
MARCH 2018							APRIL 2018							MAY 2018													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3	1	X	3	4	5	6	7			1	2	3	4	5							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26							
25	26	27	28	29	X	31	29	30					27	X	29	30	31										

PLEASE SEE GENERAL RULES ON REVERSE SIDE – VERY IMPORTANT!

Revised: 6/2017