

The Catholic Community of ST. LUKE THE EVANGELIS T

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March 26, 2018

Dear Ministry/Group/Organization Lead,

The 2018-2019 Room Reservation Form is attached for you to complete and submit to the Parish Staff Member who is in charge of inputting your events into the system by email, fax, or in person starting June 1st. If you do not know who is in charge of entering your events, please feel free to contact me.

Submit your forms as soon as possible (on or soon after June 1st), events are entered on a first come first served basis.

Please fill out the entire Room Reservation form. Please make sure you note the set up time which should be different than the event start time, also the event end and clean up time. This is important so people will not show up when you are setting up or tearing down. Please include your e-mail address for your confirmation and a contact number to reach you in case there is a conflict with your reservation.

Attached are the following:

Room Reservation Request Form 2018-2019 (June 1st – May 31st)

Room Reservation Guidelines

If you have any questions, please feel free to contact me.

Thank you for all that you do!

Sincerely,

Guadalupe Saiz

Communications Coordinator

281-481-6816 ext. 203

