



# St. Luke the Evangelist

## 2024 -2025 HALL ROAD ROOM RESERVATION FORM Date Submitted: \_\_\_\_\_

<input type="checkbox"/> Conference Rm <input type="checkbox"/> Room 1 <input type="checkbox"/> Room 3 <input type="checkbox"/> Room 4 <input type="checkbox"/> Room 5 <input type="checkbox"/> Room 6 <input type="checkbox"/> Room 7 <input type="checkbox"/> Rosary Garden <input type="checkbox"/> Courtyard <input type="checkbox"/> Side Parking Lot <input type="checkbox"/> Rear Parking Lot	<input type="checkbox"/> Church <input type="checkbox"/> Chapel <input type="checkbox"/> Social Hall <input type="checkbox"/> Alcove 1 <input type="checkbox"/> Alcove 2 <input type="checkbox"/> Alcove 3 <input type="checkbox"/> Kitchen <input type="checkbox"/> Youth Rm	<input type="checkbox"/> CLC Rm. 1 <input type="checkbox"/> CLC Rm. 2 <input type="checkbox"/> CLC Rm. 4 (Conference Rm) <input type="checkbox"/> CLC Rm. 5 <input type="checkbox"/> CLC Rm. 6 <input type="checkbox"/> CLC Rm. 7	<p><b>Normal Hours of Operation:</b>  <b>Monday-Thursday: 9am-8</b>  <b>Friday: 9am -5:30pm</b>  <b>Weekend hours: TBD</b></p> <p><b>Social Hall Occupancy:</b>          160 including tables &amp; chairs</p> <p><b>Youth Rm Occupancy:</b>          30 including tables &amp; chairs</p> <p><b>ACTS Suite holds approx. 200 people</b>          without tables and 120 – 150 with tables.</p>
<p><i>*If all Social Hall needed. Reserve alcoves, kitchen &amp; circle all by Social Hall.</i></p>			
<input type="checkbox"/> Acts Rm. 1 & 2 <input type="checkbox"/> Acts Rm. 3 & 4 <input type="checkbox"/> Acts Suite <input type="checkbox"/> Food Service Area			
<b>Office Number: 281-481-6816</b>			

Would you like your event Public or Private? \_\_\_\_\_ Approximate number of people attending: \_\_\_\_\_

Event Name: \_\_\_\_\_

Room Requested by: \_\_\_\_\_ Ministry: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Date *\*Circle date(s) on calendar below*

Event Start Time: \_\_\_\_\_ (AM/PM) Event End Time: \_\_\_\_\_ (AM/PM)

Time you would like to enter the room: \_\_\_\_\_ exit the room: \_\_\_\_\_ Campus will close at 9:00pm and all groups must exit the buildings.

*Please Note that: 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.*

*X (Campus Closed) x (Campus Closed 1/2 Day) ∅ (Campus Blocked- Parish Event)*

JUNE 2024							JULY 2024							AUGUST 2024							SEPTEMBER 2024							
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		1	X	3	4	5	6	7
2	3	4	5	6	7	8		1	2	3	X	5	6	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	∅	∅	∅	14	15	7	8	9	10	11	12	13	11	12	13	14	X	16	17	15	16	17	18	19	20	21	
16	17	18	X	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30	31	29	30						
30							28	29	30	31																		
OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							
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						∅	2	1	2	3	4	5	6	7				X	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	∅	X	X	X	∅	28	19	X	21	22	23	24	25	
27	28	29	30	31			24	25	26	x	X	X	30	29	30	x					26	27	28	29	30	31		
FEBRUARY 2025							MARCH 2025							APRIL 2025							MAY 2025							
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			1	2	3	4	5					1	2	3		
2	3	4	5	6	7	8	2	3	∅	∅	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	∅	14	15	16	x	X	X	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	X	X	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	X	27	28	29	30	31	
							30	31																				

**Forms can be submitted starting April 15, 2024**

Revised: 3/19/2024