



St. Luke the Evangelist

2025 -2026 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>Normal Hours of Operation: Monday-Thursday: 9am-8 Friday: 9am -5:30pm Weekend hours: TBD</p> <p>Social Hall Occupancy: 160 including tables & chairs</p> <p>Youth Rm Occupancy: 30 including tables & chairs</p> <p>CLC holds approx. 200 people without tables and 120 – 150 with tables.</p>
<p><i>*If all Social Hall needed. Reserve alcoves, kitchen & 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			
Office Number: 281-481-6816			

Would you like your event Public or Private? _____ **Approximate number of people attending:** _____

Event Name: _____ **Speaker?** _____

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 2025							JULY 2025							AUGUST 2025							SEPTEMBER 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	2		X	2	3	4	5	6	
1	2	3	4	5	6	7			1	2	3	X	5	3	4	5	6	7	8	9	7	8	9	10	11	12	13
8	9	∅	∅	∅	13	14	6	7	8	9	10	11	12	10	11	12	13	14	X	16	14	15	16	17	18	19	20
15	16	17	18	X	20	21	13	14	15	16	17	18	19	17	18	19	20	21	22	23	21	22	23	24	25	26	27
22	23	24	25	26	27	28	20	21	22	23	24	25	26	24	25	26	27	28	29	30	28	29	30				
29	30						27	28	29	30				31													
OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025							JANUARY 2026						
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					X	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	X	X	X	27	18	X	20	21	22	23	24
26	27	28	29	30	31		23	24	25	x	X	X	29	28	29	30	x				25	26	27	28	29	30	31
							30																				
FEBRUARY 2026							MARCH 2026							APRIL 2026							MAY 2026						
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	X	X	X						1	2
1	2	3	4	5	6	7	1	2	3	4	5	6	7	X	X	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	∅	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30			24	X	26	27	28	29	30
							∅	30	31												31						

Forms can be submitted starting April 14, 2025

Revised: 3/6/2025