



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!