



# The Catholic Community of St. Luke the Evangelist

## 2018 -2019 ROOM RESERVATION FORM

**CHECK ONE:**     Room REQUEST     Reservation CANCELLATION     Room CHANGE

**HALL ROAD LOCATION**

<input type="checkbox"/> Conference Rm <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 7	<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 <input type="checkbox"/> Youth Rm
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*\*If all Social Hall needed. Reserve alcoves, kitchen & circle all by Social Hall.*

**RIVERSTONE RANCH LOCATION**

(CANNOT RESERVE UNLESS HALL ROAD LOCATION IS FULL)

<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.)    Approximate number of people attending: \_\_\_\_\_  
 Event: Please name your event in the space below.

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

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

Event Date: \_\_\_\_\_ *\*Circle dates 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: \_\_\_\_\_

(Campus Closed)

*Please Note: This form is to be used for parish staff and ministry group purposes only.*

(Campus Closed 1/2 Day)

*Submitting a Room Reservation Form does not guarantee that the room is available or reserved.*

JUNE 2018							JULY 2018							AUGUST 2018							SEPTEMBER 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
					1	2	1	2	3	<b>X</b>	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	<b>X</b>	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	<b>X</b>	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						
OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018							JANUARY 2019						
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	6					1	2	3							1			<b>X</b>	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	<b>X</b>	<b>X</b>	<b>X</b>	24	16	17	18	19	20	21	22	20	<b>X</b>	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	<b>X</b>	<b>X</b>	<b>X</b>	27	28	29	27	28	29	30	31		
														30	<b>X</b>												
FEBRUARY 2019							MARCH 2019							APRIL 2019							MAY 2019						
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						1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	<b>X</b>	<b>X</b>	<b>X</b>	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	<b>X</b>	<b>X</b>	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	<b>X</b>	28	29	30	31	
							31																				

**Forms can be submitted starting June 1, 2018.**