



St. Luke the Evangelist

2021 -2022 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 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"/> Church PL=Parking Lot <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"/> Rear PL <input type="checkbox"/> Side PL <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"/> 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	<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 ACTS Suite holds approx. 200 people without tables and 120 – 150 with tables.
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Cenacle hours of operation: Mon-Fri 6-9 pm and Sat 9-6pm

Would you like your event published in the Bulletin? YES NO

Event Name: Please name your event in the space below. _____

Approximate number of people attending: _____

Date Submitted: _____

Room Requested by: _____ Ministry: _____

Email: _____ Phone Number: _____

Event Date **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 after cleaning: _____

Please Note: 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)

Ø (Campus Blocked- Parish Event) (CLC Blocked-Parish Event)

JUNE 2021							JULY 2021							AUGUST 2021							SEPTEMBER 2021						
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					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	X	6	7	8	9	10	8	9	10	11	12	13	14	5	X	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	X	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER 2021							NOVEMBER 2021							DECEMBER 2021							JANUARY 2022						
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		X	2	3	4	5	6				1	2	3	Ø							1
3	4	Ø	6	7	8	9	7	8	9	10	Ø	Ø	Ø	Ø	6	7	8	9	10	11	2	X	4	5	6	7	8
10	11	12	13	14	15	Ø	Ø	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
Ø	18	19	20	21	22	23	21	22	23	X	X	X	27	19	20	21	22	x	X	X	16	X	18	19	20	21	22
Ø	25	26	27	28	29	30	28	29	30					X	X	28	29	30	X		23	24	25	26	27	28	29
31																					30	31					
FEBRUARY 2022							MARCH 2022							APRIL 2022							MAY 2022						
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			1	Ø	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	13	14	15	16	17	18	19	Ø	11	12	13	x	X	X	15	16	17	18	19	20	21
20	21	22	23	24	25	Ø	20	21	22	23	24	25	26	X	X	19	20	21	22	23	22	23	24	25	26	27	28
Ø	28						27	28	29	30	31			24	25	26	27	28	29	30	29	X	31				

Forms can be submitted starting April 6, 2021

Revised: 3/25/2021