



Parish Facility One-Time Reservation Request Form

Saint Luke the Evangelist Catholic Community



Pastoral Office: 5605 Cloverly Avenue, Temple City, CA 91780
 (626) 291-5900 (626) 287-2332 FAX www.stluketemplecity.org

St. Luke the Evangelist Parish is a Roman Catholic Community dedicated to carrying out the Gospel message of Our Lord Jesus Christ. Our mission is to - welcome, evangelize and educate provide spiritual nourishment; promote Christian values; foster peace and justice; encourage service to others.

INSTRUCTIONS: To request a parish facility/room, please complete this form and return it to the Pastoral Office.

Scheduling is done on Mondays only.

Parish Organization:	Date Submitted:
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Submitted by:	Contact Phone:	Contact email:
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Purpose & Description of Request (*meeting, dance, dinner, fund raiser, etc.*):

Description of Activity (*Please also indicate if activity will include external involvement, such as participation from another church organization, etc. If the event will include a Guest Speaker/Priest, please include the individual's name and organization he/she represents. Note: Approval to host a Guest Speaker/Priest is required before event is approved and scheduled.*)
Please fill out the Floor Plan on the back side as well:

Facility(s) Requested (<i>Check all that apply</i>):	Event Date:
<input type="checkbox"/> Church <input type="checkbox"/> Parish Hall - Room 401 <input type="checkbox"/> Parish Resource Room <input type="checkbox"/> Parish Hall (Main Room) <input type="checkbox"/> Parish Hall - Room 402 <input type="checkbox"/> Pastoral Office - Room 105 <input type="checkbox"/> Parish Hall Kitchen <input type="checkbox"/> Parish Hall - Room 403 <input type="checkbox"/> Field <input type="checkbox"/> Church Meeting Room <input type="checkbox"/> Parish Hall - Room 404 <input type="checkbox"/> Other:	

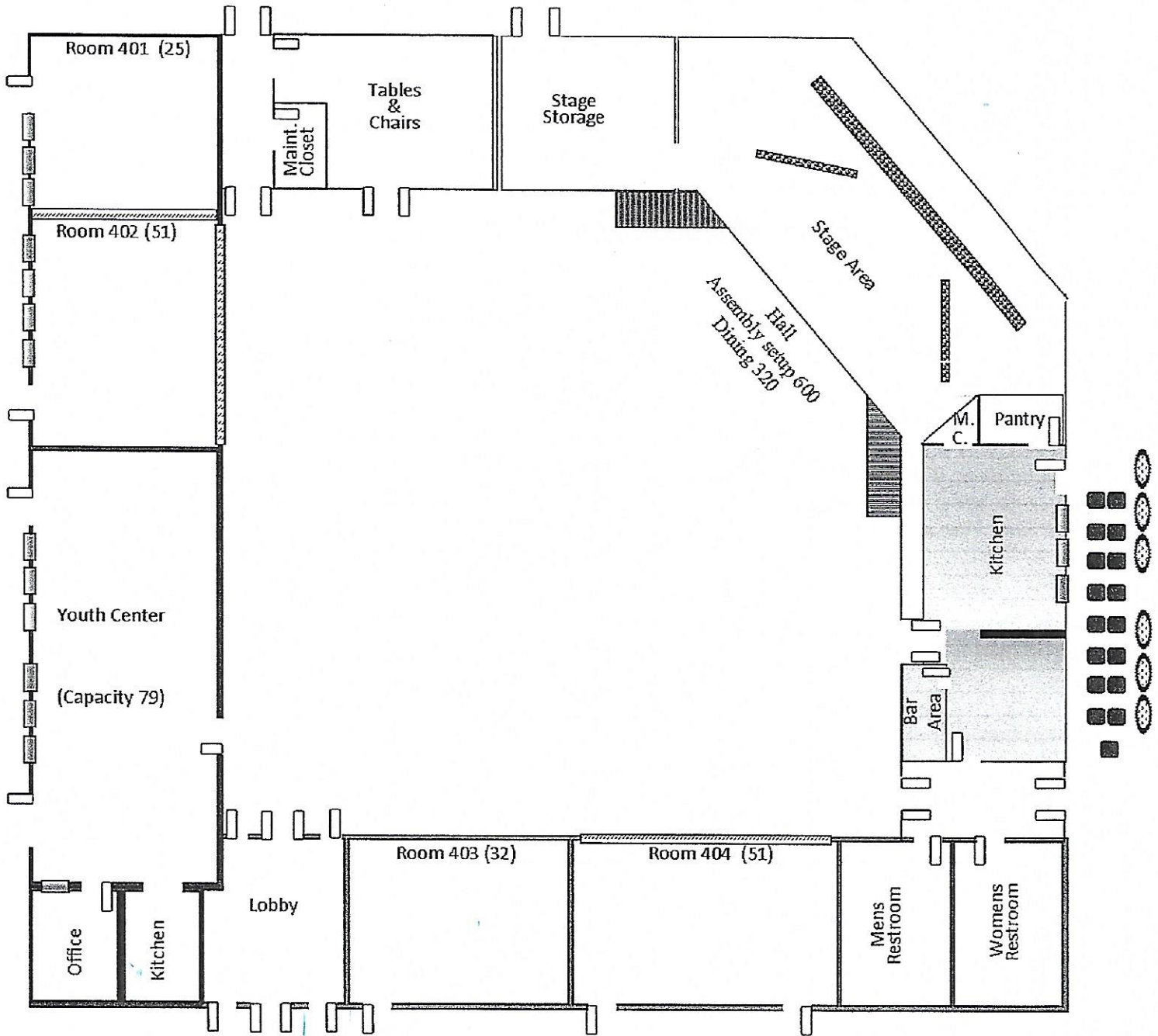
Time Requested:	Number of People Expected:
Set-up Start Time: _____ Facility Use End Time: _____ Event Start Time: _____ Event End Time: _____	<input type="checkbox"/> Will be requesting external promotion support (<i>see below</i>)

SET-UP INFORMATION: Users of Parish facilities are ordinarily expected to take care of their own set-up and clean up (unless prior arrangements have been made) and to lock the building before leaving. Please return all equipment to its storage location, turn off lights/power, secure doors, and dispose of all trash in trash containers. *Please refer to "Event Checkout Form."*

Event Promotion Assistance:
Parish Bulletin - Once your event is approved and a room reservation is confirmed, you are welcome to include an announcement in the Parish Bulletin. Please send submissions to bulletin@stluketemplecity.org or deliver to the Pastoral Office. Submit information by the Monday before the publication date; printed as space allows. Reserve flier space 3 weeks prior (subject to approval and space allowance). Announcements and fliers will also be included in the weekly Parish E-bulletin.
External Publicity - If you would like to promote your event through local newspapers, sister parish bulletins, or affiliated ministries and organizations, please indicate this request on the form and then send the submission to bulletineditor@stluketemplecity.org or deliver to the Pastoral Office at least five weeks prior to the event.
 Once the submission is reviewed and approved, the parish bulletin editor will send the submission to the requested publication outlets. **Please do not send submissions directly to local newspapers or sister parish bulletins.** You may send materials to affiliated ministries or organizations.

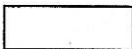
For office use only: Approved by: _____ Entered Date: _____
 (Any changes indicated above)


**ST. LUKE THE EVANGELIST, TEMPLE CITY
FACILITY REQUEST FORM**




*Please indicate how you would like your requested room to be set up
(chairs and/or tables).*

Legend

 Rectangle Tables (8 people per table)

 Round Table (8 people per table)

Chairs can be indicated by  or listed as chairs per row