

Office Use Only

Date Received: _____

Date in web calendar _____

Set-up sheet Received: _____

Christ the Good Shepherd Room Reservation Form

Name: _____

Organization: _____

Address: _____

Email: _____

Phone :(HM) _____ (WK) _____

Type of meeting: _____ # of Participants: _____

Date Needed: _____ Set-up Time _____ Start Time _____ End Time _____

Alternate Date and Time: _____

☞ 1st Room Choice: _____ 2nd Room choice: _____

(Be aware that rooms are assigned according to group size and room availability so you may not get your 1st choice of rooms)

- Is this a repetitive meeting? _____ if so, please list all the dates and times you will need to request on the back of this reservation form.
- Please return this form to the church office as soon as possible. Rooms are assigned on a first come first serve basis with church functions having a priority.
- Once your reservation has been confirmed you will be email you a confirmation copy of this form. A room set-up sheet must be returned to the church office at least a week prior to the meeting or event date. If it is not, then no equipment, tables, chairs, air conditioning etc, will be available for you event. Set-up sheets may be obtain
- We will make every effort to honor your request. But please remember that there are only a few rooms available at any one time, and there may be circumstances, which will require us to bump your meeting due to church commitment (i.e. a funeral o wedding or Diocesan activity). If your activity has to be moved or canceled, we will let you know as soon as possible so that other arrangements can be made.

I have read and understand all of the above.

Signed: _____ Date: _____