



ROOM RESERVATION FORM

Calvary Episcopal Church
806 Thompson Road
Richmond, TX 77469
281-342-2147
Fax (281-232-5945)

For Office Use Only

Received _____

Entered _____

Changed _____

**Please call first to reserve a room
then send completed form within 2 days.
Room Assignments can be changed**

Check here if changing a previous form

Check here for on-going meetings to keep the same set-up sheet. (Cut-off Date: _____)

PLEASE PRINT OR TYPE:

EVENT NAME: _____

Date From _____ To _____ Room /Location _____

Time Needed _____ To _____ Frequency: _____
(E.g. every Thurs., daily, once)

Number Attending _____

Council/Comm./Org. _____ Scheduled by: _____

Contact's Phone: (W) _____

(H) _____

(M) _____

Child Care: YES ___ NO ___ How Many? _____

Equipment needed: Podium: _____ Flip Chart: _____ Easel: _____ Overhead Projector: _____
TV/VCR: _____ P.A. System _____ Lap Top Projector _____ Other: _____

Please specify/draw your room set-up including **number, type and placement of tables, chairs, other equipment, etc.**

ROOM SCHEDULING POLICIES:

- No groups outside Calvary Church & School are allowed to schedule meetings, except non-profit organizations who have been approved at a staff meeting.
- Please discuss the event with the staff liaison assigned to your council/group.
- All meetings/events must be scheduled using this form. Call first to determine if the room is available on the date and time you need it before sending in the form. Someone can fill in the form with you over the phone when you call or you can fax it to us. No events will be scheduled without a form. For ongoing meetings, check the box at the top and the same form will be used to reserve the space for you each time you meet. Please specify a cut-off date for this on-going meeting if appropriate.
- When you are finished with the room, please make sure all trash is in the trashcans, coffee pots are unplugged, lights are turned off and all doors are locked.
- All changes must be submitted in writing on a separate form to be attached to the original. Changes in set-up require a least **One Working Day** of notice.
- The following rooms are available for the number of people specified:

<u>ROOM</u>	<u># OF PEOPLE</u>
PARISH HALL	125
CONFERENCE ROOM	20
CHURCH LIBRARY	15
SOLARIUM	30
FAMILY LIFE CENTER	250
MULTI PURPOSE ROOM	80