



# ST. LUKE'S EPISCOPAL CHURCH

## IN-HOUSE ROOM REQUEST

**For use to reserve single rooms for meetings or events, with no set-up.  
Request places you on the St. Luke's Master Calendar**

*(IF YOUR EVENT USES MULTIPLE ROOMS, PLEASE USE THE  
"IN-HOUSE FACILITIES REQUEST FORM")*

Date of Request \_\_\_\_\_

Date and Time of Meeting or Event \_\_\_\_\_

Room Requested \_\_\_\_\_

Recurring? YES/NO \_\_\_\_\_

On behalf of Commission or Group: \_\_\_\_\_

Name and Contact Info (mobile phone or email) of Person making request

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