
CLBC Room Reservation Form

Please submit your completed Room Reservations Form to:
ATTN: Trustee Sandra Brown as soon as possible by email: reserveCLBC@gmail.com
or drop off a hard copy to the Trustee Office on the first floor.

Room Reservations are not confirmed unless you receive an email confirmation, usually sent out within 48 hours of Pastor Approval of your form)

Ministry/Sponsoring Organization:	
Ministry's contact person:	
Date of Event:	
Name of Event:	
Type of Event:	
Meeting or Event Start Time:	
Meeting or Event End Time:	
Number of people attending the meeting or event:	
E-mail:	
Phone Number:	
Meeting location 1st choice:	
Meeting Location 2nd choice:	

Check one:

Meetings only

Rehearsals

Special Event

Detailed Description of the Event. Please type the information about your event.
(For Example: We are having an Ice Cream Social. We will need 5 tables set-up in the CLBC Fellowship Hall. Please see the attached diagram.)

Reservations Office use only

Received by Reservations on _____ Time Received: _____

Date Availability Approval: _____ Pastor Approval _____

Entered on Calendar: _____ Emailed Confirmation: _____