
CLBC Room Reservation Form

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

Room Reservations are not confirmed unless you receive an email confirmation, usually sent out within 72 hours of receipt of your form)

Room Reservation Choices are:

- First Floor Multipurpose Room
- Room A,B,C,or D (downstairs)
- CLBC Fellowship Hall

Ministry/Sponsoring Organization:	
Ministry's contact person:	
Date of Event:	
Name of Event:	
Type of Event: (Church, Community, Conference, etc.)	
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:

Meeting Only

Rehearsal Only

Meeting & Rehearsal

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.)

Facilities Office use only

Received by Facility Manager on: _____ Time Received: _____

Pastor Approval: _____ Date: _____

Entered on Calendar: _____ Emailed Confirmation Sent: _____

Setup Style: Classroom (tables and chairs) Theater (just chairs) Banquet (tables set for a dinner/luncheon)

CLBC Facilities Office – Top Floor
9711 Frank Tippet Road, Upper Marlboro, MD 20772
Phone :(301) 868-2210 Email: **reserveCLBC@gmail.com**