

Room Reservation Request

Christ the King Chapel

- All requests must be submitted at least 5 working days prior to the event. Requests will be considered and returned within 5 business days.
- Special requests (i.e. sound, special set-up, moving chairs, etc.) must be discussed with the Director of Chapel Ministry 10 days prior to the event being approved. At the discretion of the Director of Chapel Ministries, a Liturgy Committee member may be assigned to the function and you will be billed for services after the event.
- All equipment (i.e. music stands, chairs, etc.) must be reserved.
- The room must be left in neat order with no trash or personal items remaining after the event. A fine will be assessed for a room that is not found to be in satisfactory condition.
- Please complete all applicable fields of this form.

TO BE COMPLETED BY REQUESTER

Please Print Clearly

_____	_____	_____
Name of Contact Person	Today's Date	Organization or Department
_____	_____	_____
Address or Campus Box #	City (if not Steubenville)	Phone Number or Extension
_____	_____	_____
Name of Event or Reason for Reservation	_____ AM/PM to _____ AM/PM	Time(s) Requested

Room Requested (only the reserved room may be used):

- Main Chapel
- Eucharistic Chapel
- Large Meeting Room
- Small Meeting Room (Music Room)

Date(s) Requested

Alternate Date(s) Requested

List any special requirements that were discussed with the Director of Chapel Ministries:

FOR OFFICE USE ONLY

_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Processor's Initials	Calendar Marked	Final Approval	Authorized Signature	Date

Notes

