

ROOM REQUEST FORM for Christ the King

Complete this form (BOTH SIDES) to request a room reservation at Christ the King. Use a separate form for each different function. Only one form is required per function whether it is held once or multiple times through the year. The Church and Parish Center (PC) may be requested on the same form if they are both needed for the function.

Event Sponsor: *Choose one (X).*

_____ **CTK Parish Organization or Committee-** Event will be scheduled directly with the Receptionist. A confirmation will be sent to you or you will be notified to reselect dates/rooms due to conflicts.

_____ **Non-Parish Organization or Private Party-** Allow 2 weeks minimum for response. The Pastor must give approval to schedule these events. *Parish Center rental rate may apply.*

Please Note: Reservations are made on a first-come, first-approved basis. On occasion, room locations need to be changed due to unforeseeable events such as funeral lunches, etc. As much advance notice as possible regarding schedule changes will be given.

Event Title: _____

Date(s) Requested: *Month/Day/Year AND Day of Week.* Check a calendar for exact dates and for conflicts with holidays, etc:

Room(s) & Times Requested: *Complete for ALL that apply. See diagram on reverse for PC room labels.*

Request (X)	Room	Time set up begins:	Time event begins:	Time event ends:	Time clean up ends:
	Church				
	Choir Loft				
	Hospitality (Cry) Room				
	KC Room				
	Guild Room				
	Total PC (Main Area, PC#1 and PC#6)				
	Main Area PC only (not PC#1 & PC#6)				
	PC#1 (has small sink)				
	PC#6				
	PC Hallway (by fireplace)				
	Library (Coat Room)				
	North Hall by Rectory				
	PC Basement				
	Other (specify):				

FOR OFFICE USE ONLY:

Form received: _____
 Pastor's decision & conditions: _____
 Entered into MIDAS: _____
 Confirmation sent to sponsor: _____
 Scanned request sent to PCM: _____

Event details and contact information must be completed on the back.



Room Request Form for Christ the King-Side 2

Contact Information: *Please print clearly.*

Name of Organization _____

Contact Person _____ Registered at Christ the King? ___yes ___no

Preferred Phone _____ Alternate Phone _____

Email address _____

Details of Function:

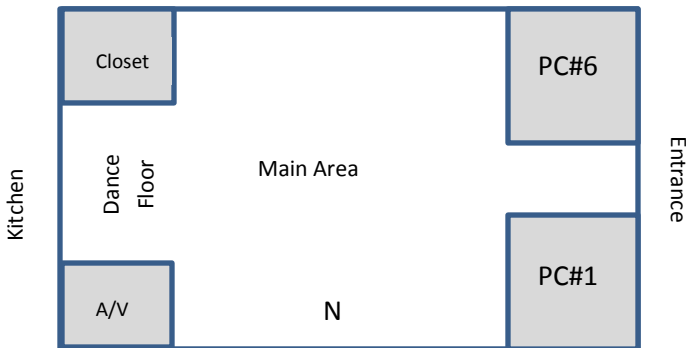
of people expected _____ Charge for attendance? ___yes ___no Will alcohol be served? ___yes ___no

The Lord gave us “wine to gladden” our hearts (Psalm 104:15) but the Church also warns against sinful inebriation (CCC #2290). If choosing to serve alcohol, please model & encourage responsible alcohol use among attendees in this Christian facility. All Christ the King policies & state laws regarding serving alcohol must be followed.

Summary describing agenda or purpose of function _____

Equipment needed: *Mark ALL that apply.* **Special Note:** Group members must rearrange the parish center to fit their needs unless other arrangements have been made with Christ the King staff. This includes setting up AND putting the room back to its original floor plan. Walls may not be moved without permission.

Request (X)		Request (X)	
<input type="checkbox"/>	Specialty A/V in Church	<input type="checkbox"/>	Bar Tops
<input type="checkbox"/>	Backup Vestments in Church	<input type="checkbox"/>	1 or 2 Stage Pieces, 4’x8’ each (black skirting available)
<input type="checkbox"/>	Bridal Mirror/Screens/Garment Rack	<input type="checkbox"/>	Custom Floor Plan (requires advance notice, extra fee may apply)
<input type="checkbox"/>	Card Tables, how many? _____	<input type="checkbox"/>	PC Kitchen
<input type="checkbox"/>	Easels	<input type="checkbox"/>	Range/Grill (light pilots in PC kitchen)
<input type="checkbox"/>	PC Microphone	<input type="checkbox"/>	Guild Kitchen (basement)
<input type="checkbox"/>	PC Podium, freestanding or tabletop	<input type="checkbox"/>	KC Room A/V
<input type="checkbox"/>	PC Sound System	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	PC Projector/Screens: circle to select: east, north, south	<input type="checkbox"/>	



Parish Center (PC) Diagram (Not to scale)

The Total PC measures approx. 96’ x 73’ and includes use of Main Area with Dance Floor, PC#1 & PC#6

The Main Area has a standard floor plan of 30 5’ tables with 8 chairs at each. (Seats 240).

Room Usage Agreement: I have read and am familiar with the Guidelines for Use and/or Rental Policies of the Christ the King Parish Center and meeting rooms. I will comply with all policies and will be responsible for correcting situations which may cause any room used in the facility to be left in an unsatisfactory condition after my function.

Signature _____ Date _____

**PLEASE SUBMIT COMPLETED FORMS TO THE PARISH RECEPTIONIST:
Ashley Johnson, johnsona@ctkomaha.org, 402-391-3606**