


## Calendar Scheduling Procedures

Effective 9/18/2013, the following procedures will apply when scheduling **any** event or meeting requiring the use of St. Luke's facilities.

The monthly calendars in the Calendar Binder at the reception desk are for **informational purposes only**. We invite you to check the availability of the date and room(s) you are wishing to reserve prior to submitting your request.

Please complete the Event Information and Reservation Form and submit it to the church office by one of the following methods:

- **Website** The form is located in the Footer section (near the bottom of every page) on our website [www.stlukesda.org](http://www.stlukesda.org) .
  - Click on the link to go to the Forms page and click on that form.
  - When the form is displayed, complete the request and press the envelop icon .
  - In the Adobe Reader pop-up window, select "Send Copy".
  - In the "Send Email" pop-window, select your email service.
  - An email will be displayed with the form attached.
  - Complete the email and send it to the church office.
- **In Person** Locate the form in the front of the Calendar Binder. Take one, complete it and submit it to the church office.
- **Telephone** If you do not have internet access and are unable to submit the form in person, please call the church office with your request at 208.664.5533.

The church office will contact you once your request has been processed.

If you have any questions, please do not hesitate to contact me at 664-5533 or via email at [stlukesda@gmail.com](mailto:stlukesda@gmail.com).

Thank you,

NJ Daniel  
Parish Administrator

09/20/2013