

CCCTO Room Reservation

1. Go to <http://cccto.org/room>
2. Find the room you plan to reserve
3. Check the date and time
4. Email church secretary

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Please DO NOT add or delete any reservation on the calendar.

If you need any assistance, please email church secretary with the following information.

1. Your Name
2. Your email and contact number
3. Date & time of the room reservation
4. Purpose of reservation
5. Estimate # of anticipants
6. 1st room choice
7. 2nd room choice
8. Duration of the reservation (one time or recurring event)
9. Equipment needs (TV, piano, white board...etc.)