

# CCCTO Room Reservation

Go to <http://cccto.org/room>

- Find the room you plan to reserve
- Check the date and time

Please confirm the room is vacant then email general affair and secretaries.

- Steve Quon [sg.quon@gmail.com](mailto:sg.quon@gmail.com)
- Alison Tong [atong@c3to.org](mailto:atong@c3to.org)
- May Yong [cccto3@gmail.com](mailto:cccto3@gmail.com)

If the room is unavailable, you may contact the group/fellowship who has the reservation.

- If both parties agree, you may contact the general affair and secretaries for the newly updated schedule.
- If conflict can't be resolved, you may contact pastoral team. Secretary will make change upon EB's (Executive Board) decision.

**Secretary is responsible for calendar entry and email confirmation only**