

Date Requested: _____

Temple Beth Am



Facilities Request Form

(Please complete both sides)

Entered
Cancelled
For Office Use Only

Event Coordinator: _____ Phone# / Ext: _____

Date(s) of Event: _____ Day of Week: _____
MONTH - DAY - YEAR

Time Event Begins/Ends _____ to _____ Time Room to be Available: _____
(indicate a.m. or p.m.) (indicate a.m. or p.m.)

Name of Event: _____

Class(es) / Grades Participating: _____ Total Number Attending: _____

____ Students ____ Parents ____ Staff

Sponsoring Group: _____

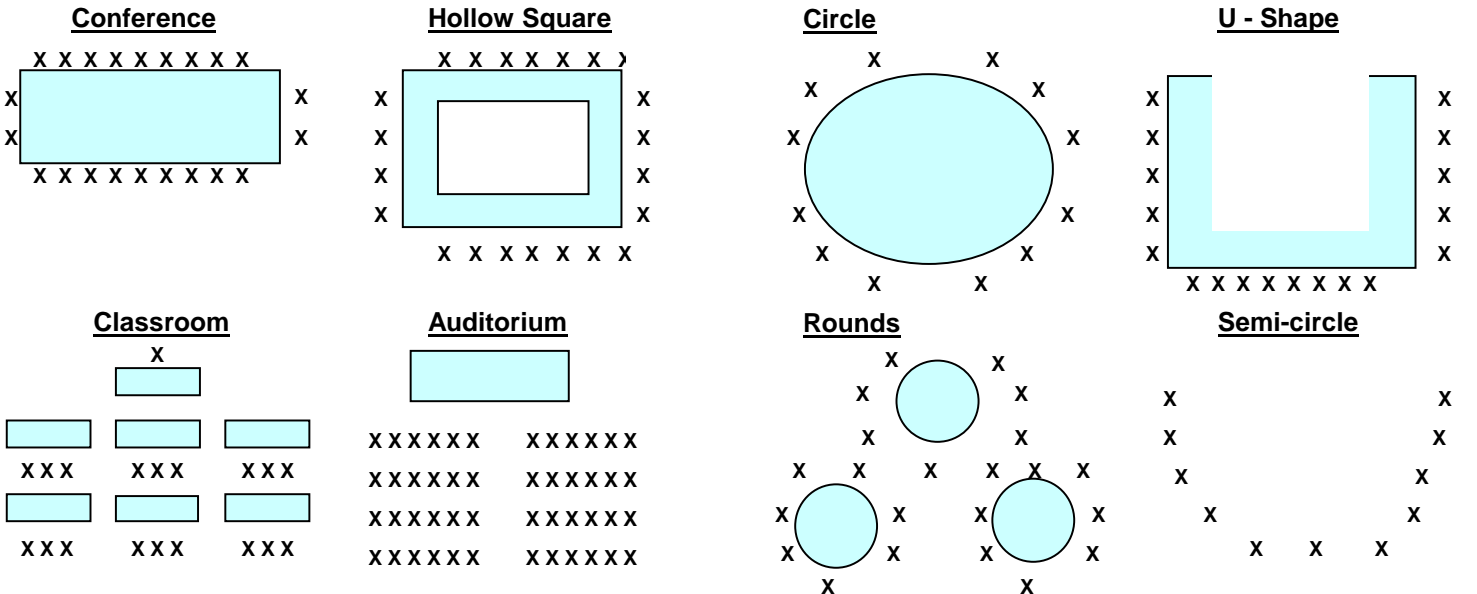
Room(s) Requesting: (Circle All Applicable)

Ballroom	Adelson	Pilch	Kichaven Lobby	Sanctuary	Conf. Room	Lainer Library
Hersch	Kopelove	Chermisqui	Schneider Lobby	Chapel	Pilch Roof	Youth Lounge

Classroom(s)#: _____ Other: _____
(Specify)

Setup Requirements: Yes _____ No _____
(Checking "no" indicates an empty room. No need for furniture, equipment, or items. If yes, select below)

Setup Type Diagrams



For custom setup request see reverse side and illustrate in the space provided

For Office Use Only

Received: _____
(Date and Signature)

Approved: _____
(Date and Signature)

Custom Setup*:

* Please submit a separate diagram as needed.

Booking Details & Items Request

(Check the required item(s) for this event and indicate quantity needed!)

Furniture

Tables

Minyan Table ___
10 Round ___
12 Round ___
4 ft. Table ___
6 ft. Table ___
8 ft. Table ___
Cocktail Table ___

Folding Chairs

Plastic ___

Padded Chairs

Green ___
Red ___

Table Cloths

Ivory ___
Green Plastic ___

Refreshments

Ice Water ___
Lemonade ___
Decaf Coffee/Tea ___
Reg. Coffee/Tea ___
Ice ___

Stage Pieces

Blue Bleachers ___
Green Stage ___
Red Risers ___

Food Service

Utensils

Forks ___
Knives ___
Spoons ___

Cups

1 oz. ___
3 oz. ___
8 oz. ___

Plates

6 in. Small ___
9 in. Large ___
Bowls ___

Napkins

Regular ___
Dinner ___

Miscellaneous

Disposable ___
Serving Pieces ___
Bagel Knife ___
Wash Station ___

Event Food

Meat ___
Milk ___

Parve ___

Caterer _____

Judaica Items

Candlesticks ___
Candles ___
Matches ___
Chumashim ___
Shabbat Siddurim ___
Weekday Siddurim ___
Hupah ___
Torah ___
Ark (Brown) ___
Ark (Yellow) ___
Ark (Pink) ___
Silver Kiddush Cups ___
Grape Juice ___
Hanukiyah ___
B'kol Echad Books ___
Kippot ___
Havdallah Set ___

Audio Visual

Computer ___
LCD Player ___
Portable Sound System ___
Screen (Small) ___
Screen (Large) ___
TV (VCR/DVD) ___

Microphone

Microphone (flat) ___
Microphone (on a stand) ___

Other

Boards

White ___

Podiums

Wood ___

Flags

Israeli ___
American ___

Miscellaneous

Easels ___
Recycling Bin ___
Trash Cans ___
Music Stand ___
Grids ___
Ext. Cord(s) ___
Piano ___
Torah Table ___
Compost Bin ___