



SPACE RESERVATION FORM

EVENT DETAILS

Name of Requester: _____

Phone: _____ Email: _____

Event Name: _____

Event Day/Date: _____

Number of People Expected: _____

Start Time: _____ End Time: _____

Keyholder Requirement: Do you have a Board or Staff member to unlock the building for your event?
 Circle One: YES NO N/A (Event is during open building hours)

SPACE REQUESTED Please Circle

Main Floor

Back of Sanctuary

Front of Sanctuary

Main Lobby

Outdoors

Sukkah

Downstairs

Social Hall

Stage Classroom

Reinetz Room

New Classroom

Kitchen

Upstairs

Class #1

Class #2

Library

Class #3

Class #4

TABLES AND CHAIRS

#____ Tables, 6-foot (seats 8) #____ Tables, Round (seats 8-10) #____ Tot Tables

#____ Tables, 10-foot (seats 10-12) #____ Chairs (130 available**) #____ Tot Chairs

***If more than 130 chairs are needed, it is your responsibility to rent and arrange delivery for extra seating. Chairs must be delivered to the office before 4:00pm on Fridays.*

SPECIAL NEEDS Please Circle

Extension Cords

Easel with Paper

CD Player

TV

Microphone

White Board & Markers

DVD Player

VCR

Podium

Coffee – Regular

Coffee-Decaf

Projector

Hot Water

Sweetener and Cream

Tea



SPACE RESERVATION FORM

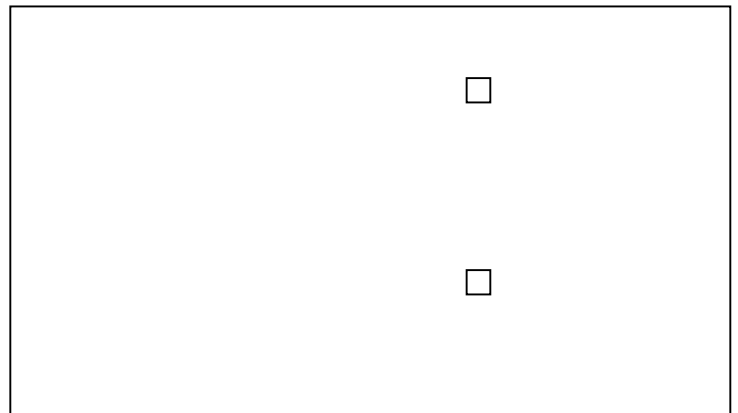
SPECIAL INSTRUCTIONS

Please use this page to write or draw any special instructions for the physical set-up of your event. The commonly reserved spaces are drawn below to help you visualize your layout. If your event involves catering, please complete a Catering Reservation Form. Please fax completed form to 703.979.4468 no later than 48 hours prior to your event.

CLASSROOM



BACK OF SANCTUARY



SOCIAL HALL

OFFICE USE ONLY Date Rec'd _____