



ROOM REQUEST FORM

Event _____

Date of Event _____ Time of Event _____

Date of Request _____ # of people expected _____

Contact Person: _____

Phone: _____

Room Requested:

Social Hall _____ Library _____ Classroom # _____

Foyer _____ Sanctuary _____ Chapel _____

Youth Lounge _____ Other _____

SET UP REQUIREMENTS:

tables needed: () round () 6' () 8'

Table cloths Plastic _____ Fabric _____

Dairy _____ Meat _____ # drinking cups _____

plates _____ # cups/saucers _____

Plasticware _____ Flatware _____

Coffee Set-Up _____ CBS Key _____

Water Set-Up _____

Kitchen Needed: Date _____ Time _____ Flip to Meat _____

Food to be prepared: _____

Mashgiach: _____

Other Needs/Comments:

Custodian needed from _____ to _____

Security Needed from _____ to _____

ROOM SET- UP
FOR: _____

X X X X

X X X X

X
X

W
I
N
D
O
W
S

X
X
X
X

X
X

SANCTUARY SLIDING DOORS

Width 65 Length 67
feet / feet