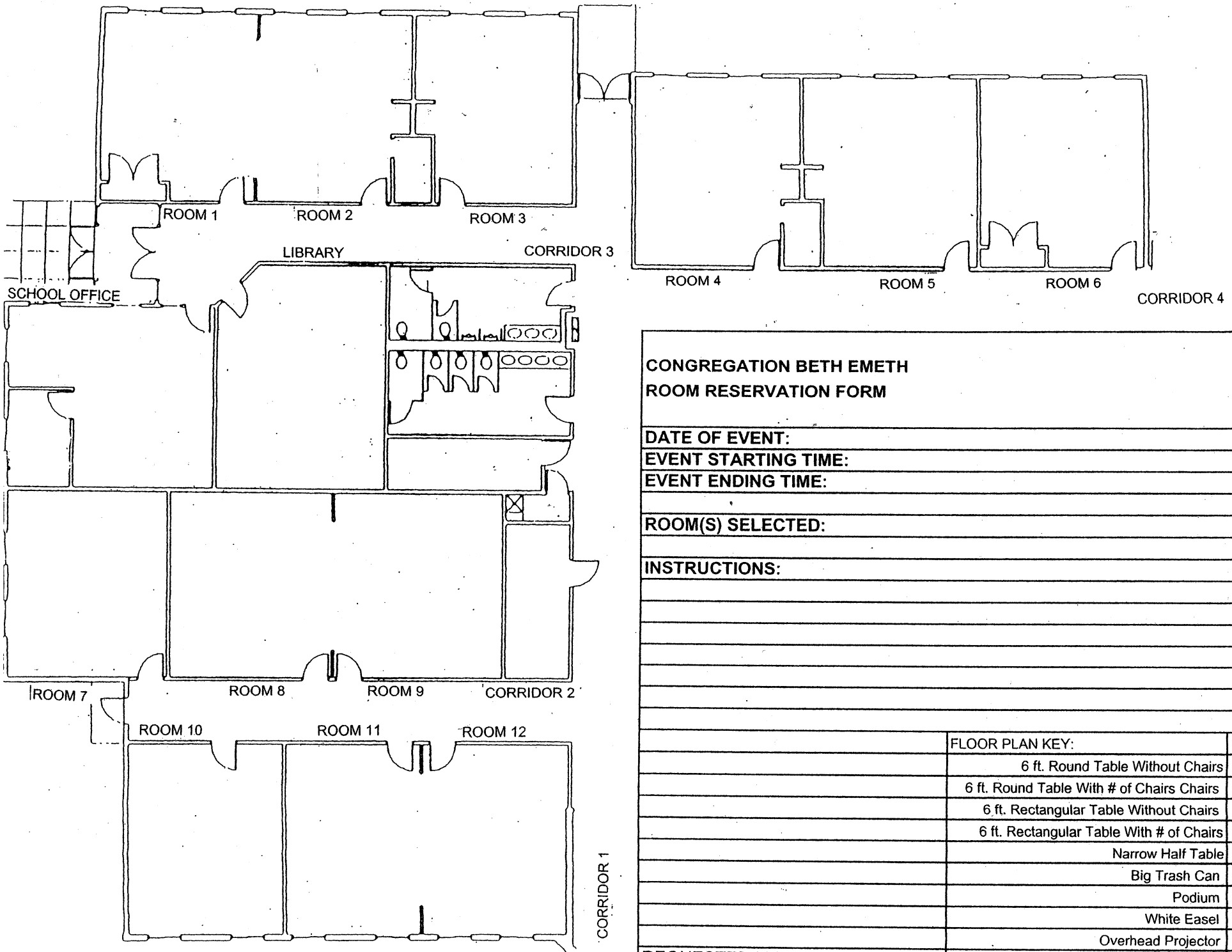

CONGREGATION BETH EMETH
ROOM RESERVATION FORM

DATE OF EVENT:
EVENT STARTING TIME:
EVENT ENDING TIME:

ROOM(S) SELECTED:

INSTRUCTIONS:

REQUESTED BY:
COMM./GROUP:

FLOOR PLAN KEY:	
6 ft. Round Table Without Chairs	○
6 ft. Round Table With # of Chairs Chairs	(8)
6 ft. Rectangular Table Without Chairs	▭
6 ft. Rectangular Table With # of Chairs	8
Narrow Half Table	½
Big Trash Can	T
Podium	P
White Easel	W
Overhead Projector	OV
Television	TV
Computer	C