

Beth Sholom Sholom B'nai Israel Facility Reservation Application

Date of Event: _____ Number of Guests: _____
 Event Title: _____
 Party Applying for Rental: _____
 Phone Numbers: (Home) _____ (cell) _____
 Address: _____
 Billing Address (if different): _____

<u>FACILITIES DESIRED</u>	TIME		For Office Use <u>CHARGE</u>
	<u>FROM</u>	<u>TO</u>	
Sanctuary	_____	_____	_____
Silverstein Center	_____	_____	_____
Auditorium	_____	_____	_____
Chapel	_____	_____	_____
Kitchen	_____	_____	_____
Dance Floor	_____	_____	_____
Outside Grounds &/or Succah	_____	_____	_____

Is congregation invited to all activities? _____ If not, please specify: _____

Will event be catered? No _____ Yes _____ Caterer's Name _____

Is Rabbinic Supervision for Caterer Current? _____

IF no caterer, where will food be purchased? _____

Food preparation at BSBI will be done: Date: _____ Time: From _____ To _____

Setup date: _____ Time: _____

Person in charge of food preparation: _____

Note: All food must be Kosher food and must be prepared according to Kashrut laws. Please be aware that events planned contrary to this policy will result in the removal of the celebration from the temple calendar. Permission to use kitchen and kitchen equipment must be obtained from the Sisterhood. All packaged foods must have a recognized symbol of hashgacha (Kashrut certification). Any prepared foods must come from a purveyor under currently approved rabbinical supervision. Nothing cooked or prepared in a private home may be served.

All rates for the use of the Temple facilities are billable at the prevailing rate for the date of the function. Rates are obtainable in the office.

A building custodian must be present at all times that you, your guests, or representative are in the temple unless specifically waived by the BSBI office.

I (we) hereby apply for the rental of the Temple facilities indicated above and agree to abide by all rules and regulations governing such rental.

Signature: _____ Approved: _____

Date: _____ Date: _____

(This form must be returned to the Beth Sholom B'nai Israel Office three (3) months prior to the requested event date and will be subject to the approval of the BSBI office.)