

ROOM REQUEST FORM

Date of Event _____ Time of Event _____

Date of Request _____ # of people expected _____

Requested by _____

Phone: _____

Contact Person: _____

Room Requested:

Social Hall _____ Library _____ Classroom # _____

Foyer _____ Sanctuary _____ Chapel _____

Youth Lounge _____ Other _____

SET UP REQUIREMENTS:

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

plates _____

Plasticware _____ Flatware _____

cups/saucers _____

CBS Key: _____

Kitchen Needed: Date: _____ Time: _____

Food to be prepared: _____

Mashgiach: _____

Other Needs:

Custodian needed from _____ to _____

Security Needed from _____ to _____

* If not requesting custodian, responsibility of clean-up is up to you and your committee