



# CALENDAR REQUEST FORM

To be added to the Temple Calendar, all meeting and event requests must be made in writing using this form. Requests will be considered if they do not conflict with Torah School, Preschool, Jewish Holidays, Federal Holidays, previously calendared Temple Events, and major community programming at which Temple Emanu-El is participating.

COMMITTEE/GROUP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_ NUMBER OF ATTENDEES \_\_\_\_\_

\_\_\_\_\_ ONE-TIME \_\_\_\_\_ REPEATING (Ending Date \_\_\_\_\_ )

DAY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

LOCATION REQUESTED

KITCHEN \_\_\_\_\_ LIBRARY \_\_\_\_\_ CONFERENCE ROOM \_\_\_\_\_ SANCTUARY \_\_\_\_\_ COURTYARD \_\_\_\_\_

SOCIAL HALL: ENTIRE \_\_\_\_\_ S.H. A (Front) \_\_\_\_\_ S.H. B (Middle) \_\_\_\_\_ S.H. C (Kitchen) \_\_\_\_\_

TABLES: ROUND \_\_\_\_\_ 8 FT \_\_\_\_\_ 6 FT \_\_\_\_\_ Other \_\_\_\_\_ LOCATION \_\_\_\_\_

CHAIRS: TYPE \_\_\_\_\_ NUMBER \_\_\_\_\_ LOCATION \_\_\_\_\_

AV NEEDED \_\_\_\_\_

SECURITY REQUESTED \_\_\_\_\_ TO \_\_\_\_\_

If security is not requested a volunteer must agree to remain at the gate to allow people to enter or use the Alphonse. Gates cannot be left open and unattended. *Security requires a minimum of 4 hours at \$30 per hour.*

**SPECIAL SET-UP REQUESTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUEST RECEIVED DATE \_\_\_\_\_ FROM \_\_\_\_\_

REVIEWED BY (Initial if no conflict):

Torah School \_\_\_\_\_ Preschool \_\_\_\_\_ JFS \_\_\_\_\_ Temple Calendar \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

EXECUTIVE DIRECTOR

