

FACILITIES RESERVATION FORM
CONGREGATION OF MOSES **KALAMAZOO, MI**

Revised August 2017

Event host completes this form

1 form for each date/time facility needed. Use additional sheet if more space needed

Date Received by CoM Office _____

1. Name of Individual or organization _____
Address _____ Phone: _____
2. Date / Time of Reservation: _____
3. Purpose of Use _____
4. Event will last **FROM** _____ A.M. _____ P.M. **TO** _____ A.M. _____ P.M.
Date _____
5. Caterer: Yes ___ No ___ Name of caterer _____
6. Facilities to be used: Social Hall _____ Sanctuary _____ Kitchen _____ Stage _____
Large Classroom _____ Small Classroom _____ Lobby _____ Main Hallway _____
Sofen Room _____ Youth Lounge _____ Other (be specific) _____
7. Anticipated attendance: _____

Maximum seating capacity in Social Hall is 200 persons.

HOUSE COMMITTEE: **Event Host: please diagram your serving table(s) and seating on the reverse of this form**

Set up chairs # _____

Tables (Rectangular # _____ Round # _____) # is all inclusive

A bar will ___ will not ___ be set up

Check item(s) needed: Microphone ___ Lectern ___ Movie screen ___ Piano _____

Linen: Tablecloths # _____ White unless otherwise specified _____

Napkins # _____ White unless otherwise specified _____

KITCHEN: Date(s) needed _____ Time _____

Menu: Parve ___ Dairy ___ Meat ___ Hot ___ Cold ___

Meal will be served at _____ A.M. _____ P.M. On (Date) _____

Meal will be served in _____ Room

Comfort level working in a kosher kitchen: _____ (0-5; 0 uncomfortable to 5 very comfortable)

MISCELLANEOUS

Responsibility rests with user for breakage or damages and leaving building in good order. This includes turning off ovens, lights, closing refrigerator/freezer doors, shutting water faucets, etc.

ALL LEFTOVER FOOD FROM THE EVENT MUST BE REMOVED BY YOU WITHIN 24 HOURS.

User expects the building will be vacated by _____.

User has read the regulations for use of the Synagogue (fee schedule and regulations are available at the Synagogue Office), agrees to abide by them, and will pay all applicable fees/fines.

Signature _____ **Date** _____