

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

Revised May 2020

Event host completes this form. All fields required

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

Date Received by CoM Office _____

1. Name of Contact Individual or Organization _____
Address _____ Phone: _____
Email: _____
2. Date / Time of Mitbach/Mitbachon Needed:
This is a One-time _____ Recurring _____ event
I wish to cancel the use of the Mitbach _____ Mitbachon _____
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 _____
Caterer Phone _____ Email _____
6. Facilities to be used:
Kitchen/Mitbach _____ Little Kitchen/Mitbachon _____ **NO KITCHEN (neither kitchen used)** _____
7. Anticipated attendance: _____
8. What Day and Time for ingredient check in appointment? _____

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 our kosher kitchen: _____ (0-5; 0 uncomfortable to 5 very comfortable)

MISCELLANEOUS

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

I understand a member of the Mitbach Team will conduct a post event walk-through with me to assure the area is ready for the next user.

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. **Complete Post Event Checklist.**

Signature _____ Date _____

Complete reverse for Linen & Setup Needs

Maximum seating capacities: Sanctuary is 164 persons; Social Hall is 200 persons;

HOUSE COMMITTEE:

Event Host: please diagram your serving table(s) and seating including bar if needed

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 ___

Room(s) to be used: Social Hall ___ Sanctuary ___ Stage ___ Lobby ___

Large Classroom ___ Small Classroom ___ Main Hallway ___

Sofen Room ___ Youth Lounge ___ Other (be specific) _____

Linen: Tablecloths # _____ White unless otherwise specified _____

Napkins # _____ White unless otherwise specified _____

User expects the building will be vacated by _____.

abide by them, and will pay all applicable fees/fines.



Not to scale