

**CONGREGATION BETH ISRAEL**

**EVENT / RENTAL REQUISITION FORM**

**RESERVED BY (name/phone/email)** \_\_\_\_\_

**TYPE OF EVENT** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_ **TIME OF EVENT** \_\_\_\_\_

**FACILITIES REQUESTED:**

\_\_\_\_\_ **SANCTUARY**

\_\_\_\_\_ **LEFT CLASSROOM**

\_\_\_\_\_ **RIGHT CLASSROOM**

\_\_\_\_\_ **YOUTH ROOM**

\_\_\_\_\_ **KITCHEN**

\_\_\_\_\_ **OTHER** \_\_\_\_\_

**SET UP INSTRUCTIONS (be specific)** \_\_\_\_\_

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**ADDITIONAL REQUIREMENTS:**

\_\_\_\_\_ **MICROPHONE**

\_\_\_\_\_ **TV/VCR/DVD**

\_\_\_\_\_ **SCREEN**

\_\_\_\_\_ **COAT RACK**

\_\_\_\_\_ **OTHER** \_\_\_\_\_

**NOTES:**

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