

Date: \_\_\_\_\_

### Form for Facilities Use for B'nei Mitzvah

\*This form must be returned to the administrator no later than four weeks prior to the event.

Name of B'nei Mitzvah Student: \_\_\_\_\_ Date of event: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email(s): \_\_\_\_\_

Service(s) time(s):

Friday night       Saturday morning

Service(s) location(s):

Friday night:       Sanctuary     Chapel       N/A

Saturday morning:     Sanctuary     Chapel       Babysitting \_\_\_\_# of children

Number of guests expected for Friday night: \_\_\_\_\_ Saturday morning: \_\_\_\_\_

Oneg/Kiddush location(s):

Friday:       Sanctuary wing     Chapel\*       Education wing     N/A

Saturday:     Sanctuary wing     Chapel\*       Education wing     N/A

\*Must have less than 50 people for the Chapel to be used for the oneg/kiddush.

Caterer Information:

Name of caterer: \_\_\_\_\_

Phone: \_\_\_\_\_

Times that caterer will need access to the building: \_\_\_\_\_

\_\_\_\_\_

Florist delivery needs: \_\_\_\_\_

Other concerns/needs: \_\_\_\_\_