



Congregation Beth Emeth
Room Reservation Form

Room(s) Selected _____
 Set-up Date & Time _____
 Break-down Date & Time _____
 Room(s) Selected _____
 Set-up Date & Time _____
 Break-down Date & Time _____
 Date of Event _____ / _____ / _____
 Starting/Ending Times: _____ / _____

INSTRUCTIONS:

Floor Plan Key:

- Ⓣ = Trash Can
- Ⓢ = Small Trash Can
- = 6Ft. Round Table Without Chairs
- Ⓢ = 6Ft. Round Table With "#" Chairs
- X = Chair
- 5 ft. = 5ft. Table with NO Chairs
- 6 ft. = 6ft. Table without Chairs
- 8 = 6ft. Table with "#" Chairs
- 1/2 = Narrow Half Table
- B = Small BEECC Table
- P = Podium
- E = White Easel
- OV = Overhead Projector
- TV = Television on Cart

Requested By: _____

Name _____

Comm./Group _____