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:

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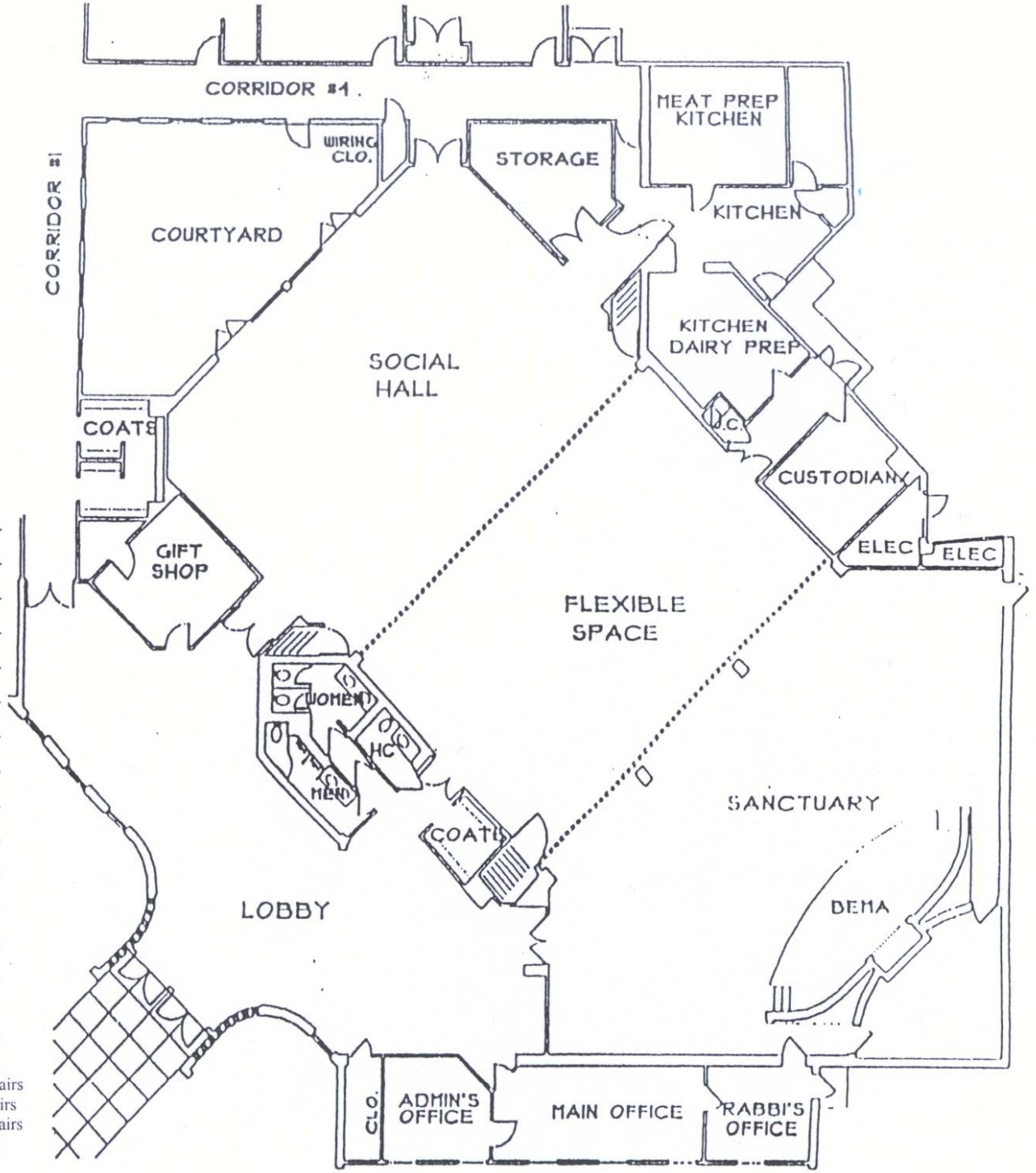
Requested By:
Name_____
Comm./Group_____

Floor Plan Key:

- Trash Can
- Small Trash Can
- O = 6Ft. Round Table Without Chairs
- 10 = 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