

## TAY BUILDING USAGE REQUEST

**Work requests should be submitted at least two weeks prior to the event with full payment.**

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Prep Date \_\_\_\_\_ Prep Time \_\_\_\_\_

Locations in the Temple: Social Hall \_\_\_ Sanctuary \_\_\_ Other \_\_\_\_\_

Name of Event \_\_\_\_\_

Number of guests \_\_\_\_\_

Your Name \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

### PLEASE NOTE MAXIMUM PEOPLE ALLOWED IN SOCIAL HALL IS 150

a. Please check all duties for which custodial services are requested.

\_\_\_ Table setup (with number of tables if possible)

\_\_\_ Setting of food service table

\_\_\_ Clean up of function area

\_\_\_ Clean up of kitchen

\_\_\_ Other (please describe \_\_\_\_\_)

Please write a description of exactly what assistance is needed. Please try to be as specific as you can, and estimate the amount of preparatory and cleanup time for which assistance will be required. On the back of this form, please draw your floor plan.

---

---

---

---

---

---

---

---

---

---

### **Fee Schedule. Fees must be received with this form in advance. Thank you.**

\_\_\_ Sanctuary \$100

\_\_\_ Kiddush after service from 12:00pm- 2:00pm with paper goods \$250

\_\_\_ Social Hall 12pm-5pm \$400

\_\_\_ Social Hall 5pm-11pm \$500

It is your responsibility if you are using a Caterer to provide an insurance statement to the office Two weeks in advance of your event. Please complete all questions and include FULL payment in advance for your event. Thank you.