



Beth Chaverim Reform Congregation
21740 Beaumeade Circle, Suite 100
Ashburn, Virginia 20147

FACILITY RESERVATION REQUEST FORM

Today's Date \_\_\_\_\_

This contract is made between Beth Chaverim Reform Congregation (hereafter referred to as the Congregation) and:

Name \_\_\_\_\_
Hereafter referred to as Renter

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Coordinator or Alternate POC \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This contract contemplates use of the following Congregation facilities (check all that apply):

- Social Hall Half Social Hall Small Sanctuary Lobby Kitchen

Classroom Number (circle): 1 2 3 4 5 6 7 8 9 10 11 12

On \_\_\_\_\_ 200\_\_\_\_, from the hours of \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
(date of event)

Purpose of event: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Catering: \_\_\_\_\_

Kitchen requirements: \_\_\_\_\_

Tent (Location and Size): \_\_\_\_\_ (per Beth Chaverim Guidelines)

Music: \_\_\_\_\_ Photography: \_\_\_\_\_ Decorations: \_\_\_\_\_ Flowers: \_\_\_\_\_

Miscellaneous support needs: \_\_\_\_\_