

# Congregation Kol Ami Meeting/Event Room Reservation Form

**\*\* Please note that NO dates are confirmed until written confirmation (either via email or hard copy) is received from the office. \*\***

Name: \_\_\_\_\_

Committee: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Event Dates:**

Preferred: \_\_\_\_\_

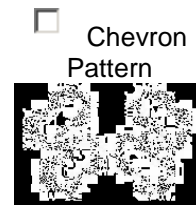
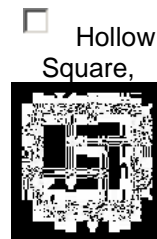
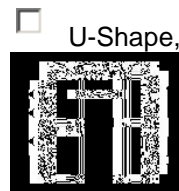
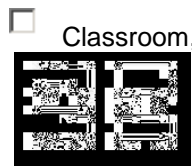
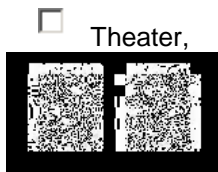
Alternate: \_\_\_\_\_

**Event/Meeting Title:**

\_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_

**Meeting Room Setup Requirements:**



Round tables? YES or NO

How many? \_\_\_\_\_

# of Chairs? \_\_\_\_\_

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**Food:**

Will food be served? \_\_\_\_\_ If yes, is it **Meat** or **Dairy** ? (circle one)

*\*\* Please note that we are a Kosher facility and therefore ALL food items and beverages must be checked-in and approved via the Synagogue office or a volunteer trained in this (a Mashgiach). \*\**

**You are responsible for all clean up of the kitchen if used. This includes, garbage, cleaning dishes and cleaning the floor. All lights and a/c should be turned off as well as all ovens and stoves checked to confirm they are off (EVEN if you did not use the ovens/stoves).**

**Special Requests – (i.e. microphone, screen, chalkboard, etc.)** \_\_\_\_\_

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I, \_\_\_\_\_, am the person responsible for the  
\_\_\_\_\_ (group name) meeting from \_\_\_\_\_ to \_\_\_\_\_

(times) on \_\_\_\_\_ (date), and I shall see that the meeting room is left clean and neat and that all the appliances are turned off. I am responsible for making sure all garbage containing food is disposed of properly prior to leaving in the outside dumpster.

**Date Submitted:** \_\_\_\_\_

Please **complete** and **send** form via  
fax 813-968-2219, email to [kristin@kolami.org](mailto:kristin@kolami.org) with Attn: Meeting Room Reservation in the  
subject line or simply drop it by the office during business hours.