

**Congregation Kol Ami**  
**Meeting/Event Room Reservation Form**

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

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

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

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

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

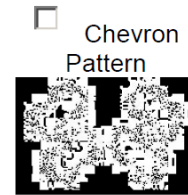
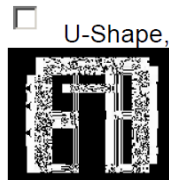
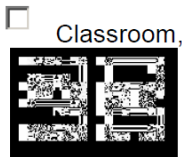
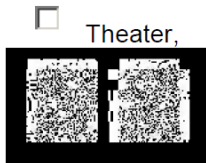
**Event Dates:**

**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.) \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 [Execdirector@kolami.org](mailto:Execdirector@kolami.org) with Attn: Meeting Room Reservation in the subject line or simply drop it by the office during business hours.