

Temple Shalom Facilities Use Information

Please use this form to finalize your arrangements to use our facility.

1. Check with our Office Manager to make sure the date you want is available.
John Sears can be reached at: 352-748-1800, or templeshalomfl@embarqmail.com
2. After you have set the date for your event, make sure your publicity is in order.
3. Contact our Event Coordinator/Kitchen Manager...Marilyn Byer at (352) 205-7504 or marilynbyer@hotmail.com (put **Temple Function** in the subject line), and she will help you to fill out all the necessary forms.
4. When the event is over, please **complete the End of Function Checklist** that you will find in the kitchen, by the thermostat.

We want you to have a great event, so don't hesitate to ask for advice or help.

EVENT _____ EVENT DATE _____

NO. of GUESTS _____

CONTACT _____ email _____

PHONE _____ CELL PHONE _____

BACKUP CONTACT _____ email _____

PHONE _____ CELL PHONE _____

EVENT DATE CONFIRMED? Y or N

CATERER? Y or N CONTACT _____

PHONE _____

PERSON RESPONSIBLE FOR EQUIPMENT USE _____

SETUP: DATE _____ TIME _____

PERSON RESPONSIBLE FOR CLEANUP _____

PERSON RESPONSIBLE FOR LINEN AND TOWEL CLEANING _____

MULTIMEDIA NEEDS: _____

TECHNICIAN NEEDED? Y or N

SIGNATURE _____ DATE _____

TEMPLE _____ DATE _____

PLEASE COMPLETE PAGE 2