



Event Space Request Form

Please complete all necessary fields to ensure your event request is available and approved. Upon acceptance of your event, the contract along with a schedule of fees and deposits will be emailed to the contact below. The signed contract and deposit must be returned to secure use of the space. Internal Temple Events are processed on a first come/first serve basis.

Event Information

Please complete all *Required fields

Event Name * _____

Event Contact Name * _____

Phone Number * _____ Email * _____

Event Date * _____

Event Start Time * _____ Event End Time * _____

Number of Attendees * _____

Room(s)/Space Request *

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Library | <input type="checkbox"/> Courtyard |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Chapel |
| <input type="checkbox"/> Ballroom | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Rotunda |

Items needed (select None if none are needed) *

- | | |
|--|---|
| <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> 5' Round Tables - # _____ |
| <input type="checkbox"/> Partitions to divide ballroom | <input type="checkbox"/> 6' Oblong Tables - # _____ |
| <input type="checkbox"/> Podium | <input type="checkbox"/> 8' Oblong Tables - # _____ |
| <input type="checkbox"/> Flags | <input type="checkbox"/> Card Tables - # _____ |
| <input type="checkbox"/> Microphones | <input type="checkbox"/> Chairs - # _____ |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Dance Floor-Size (max 20'x20') _____ |
| <input type="checkbox"/> None | |

Special Notes/Requests

Overview of Contract & Terms of Agreement

- Rental fee as outlined in the contract will be for the time allotted and include the use of furniture items listed in the contract.
- A non-refundable Reservation Deposit is needed to secure the event and will be deducted from the rental fee. The Temple reserves the right to move event to another location on campus if deemed necessary.
- Setup/Breakdown fee will be charged for use of furniture.
- Additional fees may be added if event extends beyond allotted timeframe.
- Payment of the balance due for event rental will be due 2 weeks prior to event.
- Security fees for off-duty police officer(s) will be the responsibility of the renter.
- Food and Alcohol policy as outlined in the contract will be followed, including Dietary Restrictions and the use of a caterer from the Approved Catering List.
- Damages incurred as a result of the event will be the responsibility of the renter and deducted from the Refundable Damage Deposit.
- Decoration guidelines as outlined in the contract will be followed and removal of items the responsibility of the renter.
- The Temple assumes no responsibility for damage to or loss of personal property as outlined in the contract.

Please complete and return to Kathy Brewer, kbrewer@cbiaz.org.
