

# Congregation Ohav Shalom

113 New Krumkill Road • Albany, New York, 12208 (518) 489-4706, ext.10 •  
Fax (518) 489-5094

## Room Use Request Form

Name of Committee/ Organization/ Congregant \_\_\_\_\_  
 Today's Date \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Date(s) of Event \_\_\_\_\_  
 Time of Event \_\_\_\_\_  
 Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
 Type of Event \_\_\_\_\_  
 # of People Attending \_\_\_\_\_  
 Purpose of Event \_\_\_\_\_

	Room Request	Date/ Time	Organization/ Activity	Set up/ Materials	Contact Person	Notes
	Sanctuary					
	Chapel					
	Library					
	Large Social Hall					
	Small Social Hall					
	Conference Room 1					
	Conference Room 2					
	Classrooms*					
	Dairy Kitchen					
	Meat Kitchen					

- Please note, your event/meeting may be moved to a classroom upstairs if all other rooms are occupied

Signature of Applicant \_\_\_\_\_

Office Manager Approval & Reserved On Calendar \_\_\_\_\_

Executive Director Approval \_\_\_\_\_