



2900 Jerusalem Avenue
 Wantagh, NY 11793-2025
 516-221-2370
 Fax: 516-221-5082
 www.tbwantagh.org

ROOM REQUISITION

Please complete this form and draw a floor plan. Please give completed form to Eileen at least two (2) weeks prior to your requested date so that we can work with you most effectively.

<p>Committee/Arm _____</p> <p>Activity _____</p> <p>Your Name _____</p> <p>Telephone # _____</p> <p>Today's Date _____</p> <p>Program Date _____ OR _____</p> <p>This is a repeating event. This exact setup applies to the following dates: _____</p> <p>Time you wish to set up _____</p> <p>Room(s) requested _____</p> <p>Event Time: from _____ to _____</p> <p>Number of people expected _____</p> <p>Equipment needed (quantity):</p> <p> <input type="checkbox"/> Easel <input type="checkbox"/> Chairs <input type="checkbox"/> Garbage Cans <input type="checkbox"/> Large Round Table <input type="checkbox"/> Bridge Table <input type="checkbox"/> Small Round Table <input type="checkbox"/> Podium <input type="checkbox"/> Water Pitcher & Cups <input type="checkbox"/> Music Stands <input type="checkbox"/> Children's Table <input type="checkbox"/> Long Table <input type="checkbox"/> Children's Chair <input type="checkbox"/> Microphones </p>	<p>Coffee set-up fee: \$15 per meeting for 30 people.</p> <p>This includes: coffee, tea, cups, stirrers, sweetener, napkins, 6 inch plates (forks and spoons & available upon request).</p> <p style="text-align: center;">You must supply your own milk!</p> <p>Initial coffee set up fee for thirty (30) is \$15 = _____</p> <p>Additional coffee for 10 or less people is \$5= _____</p> <p>Total Fee Due: _____ \$_____</p> <p>(Please leave payment in Eileen's mailbox)</p> <p>Approved: _____</p> <p>Date: _____</p> <hr/> <p>Special Instructions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

PLEASE DRAW FLOOR DIAGRAM IN THE SPACE BELOW