



“A Caring Community”
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TBS Calendar/Facility Request

1) Fill in the blanks. 2) Print the form as a PDF to your computer.
 3) Send an email with the PDF attached to: Facilityuse@tbshamden.com

Your Name _____ Today's Date _____

Contact Phone _____ Email _____

What Group or Committee _____

Event/Program Title _____

| | Event Date | Day of Week | Times | | Event Start Time | Event End Time |
|----------------------|------------|-------------|-----------------------|------|------------------|----------------|
| | | | Begin Set-up/Clean-up | ends | | |
| 1 st Part | | | | | | |
| 2 nd Part | | | | | | |

> > Please contact the calendar coordinator or the TBS office if your schedule changes < <

Do you need assistance to Open/Close the building?[Y] [N] Is this a continuing requirement?[Y] [N]

Rooms requested: [] Social Hall [] Chapel [] Sanctuary
 [] Library [] Kitchen [] Classroom # []
 [] K'tanim Rooms [] Parking lot

| | | |
|---------------------------------------|--------------------|--------------------------------|
| Technology Equipment Tables/Chairs | [More Info] | Set-up Instructions Diagram |
|---------------------------------------|--------------------|--------------------------------|

| Office Use | By | Date |
|----------------------------|----|------|
| Received from | | |
| Office | | |
| Posted on Office Calendar | | |
| Posted on Website Calendar | | |