



“A Caring Community”
 1809 Whitney Avenue, Hamden, CT 06517-1401
 Phone (203) 288-7748 ✦ Fax (203) 288-0582
 tbsOffice@tbshamden.com ✦ www.tbshamden.com

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