

**Date Reservation Form**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room: \_\_\_\_\_

I have a key: Y/N

I need someone to help open/close the building: Y/N

Group Sponsoring the meeting/event: \_\_\_\_\_

Type of meeting/event: \_\_\_\_\_

Expected number of people in attendance? \_\_\_\_\_

Special needs for meeting/event (i.e., table and chair set-up, food, etc.) \_\_\_\_\_

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Signature/Date: \_\_\_\_\_

Congregation Or Shalom – 835 Darby Paoli Rd – Berwyn, PA 19312  
~ 610-644-9086 – [office@orshalom.com](mailto:office@orshalom.com) ~