

Facilities Use Request

The Agudas Achim Congregational family is excited to partner with you in the celebration of your child's b'mitzvah. We hope that you will make use of all the opportunities that our congregation provides. That includes offering you the opportunity to use AAC facilities for your celebrations. This includes use of the Lainoff Auditorium (the social hall), the lobby areas, the Flax Chapel, and the Cohen Sanctuary.

As an active, thriving community, we also have other events and programs that may be interested in using the congregational spaces as well. As our part in your celebrations, we offer you the first chance to reserve the spaces for events surrounding the celebration of your child's b'mitzvah.

As a matter of course, space is automatically reserved for you on Friday night for an *oneg* after *Kabbalat Shabbat* services. On Saturday morning, the Lainoff Auditorium and the lobby are automatically reserved for your family's use until 2pm.

Please complete the form below to let us know your interest in using the available spaces in the congregation. In order to hold the spaces for you, please send us the completed form, **no later than 6 months before the date of your child's B'Mitzvah**. After that point, we cannot guarantee room availability.

This form is a statement of intent. We know plans can change. If you know your plans already, please contact the [Executive Director](#) to reserve and finalize your agreement for facilities usage.

If the plans you outlined here change, please contact the [synagogue office](#) to inform us of the change. The office staff will be able to tell you which of the congregational spaces are still available.

Once your plans are firm (**no later than 4 months prior to the date of your child's B'Mitzvah**), please contact the [Executive Director](#) to reserve and finalize the usage of our communal spaces.

On which days/dates would you like to use a congregational space to celebrate your child's B'Mitzvah? (Please complete the table on the next page.)

Use these abbreviations to indicate the space you are reserving:

SH- Lainoff Auditorium (the social hall), **L-** lobby areas, **FC-** Flax Chapel, and **CS-** Cohen Sanctuary

Day / Date (Check the relevant box(es) and write the date underneath (DD-MM-YY))	Room to Reserve (Add name of room below)	Estimated Time of Reservation (e.g. From xx:xx AM to xx:xx PM)	Catering by AA Kitchen or Outside Caterer (Circle one. If you are not serving food leave blank)
<input type="checkbox"/> Friday Night			<input type="checkbox"/> Kitchen
			<input type="checkbox"/> Outside Caterer
<input type="checkbox"/> Saturday Morning			<input type="checkbox"/> Kitchen
			<input type="checkbox"/> Outside Caterer
<input type="checkbox"/> Saturday Afternoon			<input type="checkbox"/> Kitchen
			<input type="checkbox"/> Outside Caterer
<input type="checkbox"/> Saturday Night			<input type="checkbox"/> Kitchen
			<input type="checkbox"/> Outside Caterer
<input type="checkbox"/> Sunday Morning			<input type="checkbox"/> Kitchen
			<input type="checkbox"/> Outside Caterer
<input type="checkbox"/> Other _____			
Comments:			

We look forward to hearing from you soon.