



6800 Deane Hill Drive
Knoxville TN 37919

KJA Community Calendar Event Form

AJCC BUILDING USAGE HOURS
Monday-Thursday — 9:00 a.m.-9:00 p.m.
Friday — 9:00 a.m.-5:00 p.m.
Sunday — 11:00 a.m.-4:00 p.m.

Please check the online community calendar FIRST to make sure your date is available.
 If date(s) are available, this form must be completed to insure your event will be added to the community calendar.
 (865) 690-6343 phone (865) 694-4861 fax
office@jewishknoxville.org
Facility rental fees are due 1-week prior to event

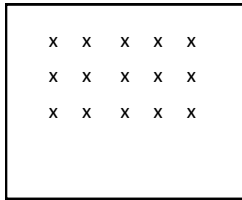
NOTE: FOODS/BEVERAGES:
All foods brought for meals or refreshments must be dairy, vegetarian, or parve. No meat items.
Please contact the KJA Office with questions.

KJA Office Use:
 Added to KJA/AJCC Calendar on/by:
 Facility Rental Fee: Yes No

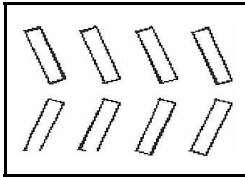
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|---|--|---|--|
| Program Title: | Contact Name: <input type="checkbox"/> AJCC Member <input type="checkbox"/> Non-AJCC Member | Contact Phone: <input type="checkbox"/> 690-6343 | Contact Email: <input type="checkbox"/> office@jewishknoxville.org |
| Day(s) of Week: <input type="checkbox"/> Mon <input type="checkbox"/> Thu <input type="checkbox"/> Tues <input type="checkbox"/> Fri <input type="checkbox"/> Wed <input type="checkbox"/> Sat <input type="checkbox"/> Sun | Date(s): | Time: | Event is: <input type="checkbox"/> One Time <input type="checkbox"/> Recurring |
| Location Requested: <input type="checkbox"/> Orwitz Room <input type="checkbox"/> Caller Auditorium (GYM) <input type="checkbox"/> BBYO Room <input type="checkbox"/> Other | Estimated Attendance: | Room Set Up: See reverse side for diagrams <input type="checkbox"/> Auditorium <input type="checkbox"/> Banquet <input type="checkbox"/> Board <input type="checkbox"/> Other | Visual Aids Required: <input type="checkbox"/> Sound System <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Easel <input type="checkbox"/> Other |

Rental Fee: \$ Deposit \$

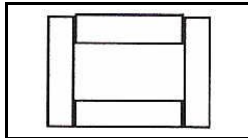
BASIC ROOM SET UP OPTIONS



Auditorium Style



Meal Style



Board Room Style

Auditorium Style

please indicate number of chairs and any need for a head table

Banquet Style

Please indicate # of attendees and # of serving tables needed

Board Meeting Style

Orwitz Room will accommodate ~30
Board Room will accommodate~ 12-15

Please clearly indicate, on the diagram, any minor adjustments you may need to your set up. If you do not see a set-up option that works for your program, please choose an alternate from the notebook folder (green book) located in the KJA Office or sketch your request in the adjacent space.

OTHER REQUESTS