



The Jewish Federation
OF SARASOTA-MANATEE

Klingenstein Jewish Center
580 McIntosh Road
Sarasota, FL 34232
P 941.371.4546
F 941.378.2947



HECHT SCHOOL SETUP FORM

Please Note: This form must be returned to our Receptionist fully completed the Tuesday of the week prior to the requested reservation date or your room reservation will be cancelled. Email to receptionist@jfedrsq.org or fax to 941.378.2947.

Date of Meeting _____ Time of Access _____
Organization _____
Start Time _____ End Time _____
Contact Person _____ Phone # _____
Send Bill To _____

1. Room Classroom 1 Classroom 2

2. Number of people expected _____

3. Will food be served? Yes No

If **Yes**, describe _____

Please note: food must be kosher style—no mixing meat and dairy, and no pork or shellfish.

4. Please indicate your requirements below:

Coffee
 Regular / Decaf
 Tea
 Sweetner
 Cream Substitute
 Cups
 Pitcher of Water
 Napkins
Disposable Plates
 Large / Small
Plastic Cutlery
 Forks / Spoons / Knives
— NONE OF THE ABOVE —

Room Charges \$25 per session
Coffee Set-up Additional \$25 per session
Capacity Up to 25 people

**You are responsible for leaving the rooms and bathroom clean.
Please remove the garbage if it includes food waste or food wrappings.**

****A cleaning fee of \$25 will be charged if not properly clean.**



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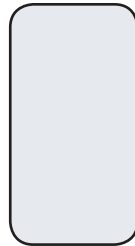


HECHT SCHOOL SETUP FORM

• INTERNAL •

SET-UP DIAGRAM

FRONT DOOR



COFFEE & WATER

