



The Jewish Federation
OF SARASOTA-MANATEE

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



ROOM SETUP FORM

COMMUNITY

Please Note: This form must be returned to the 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 (Please check and fill in diagram shown on reverse for Zell Room) Zell Desenberg

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 Cups
 Sweetner Pitcher of Water
 Cream Substitute

Disposable Plates
 Large / Small
Plastic Cutlery
 Forks / Spoons / Knives

— NONE OF THE ABOVE —

5. For security purposes, a list of all program attendees is to the Receptionist **48 hours prior to your event**. Please submit an alphabetized list in Excel or Word via email to bdgraves@jfedrsq.org.

ROOM CHARGES

Zell Room:	Up to 50 people	\$100
	51 – 100 people	\$125
	101 – 120 people	\$200
Desenberg Room:	Coffee set-up	\$50
	No set-up	\$35 (unless outside of regular business hours)*

You are responsible for leaving the rooms clean, as well as the kitchen (surface cleaning). Otherwise, a cleaning fee of \$25 will be charged.

* An additional hourly rate of \$50 applies for use of the building on Sunday and after 5:00 PM on Monday–Thursday (Zell or Desenberg Room).



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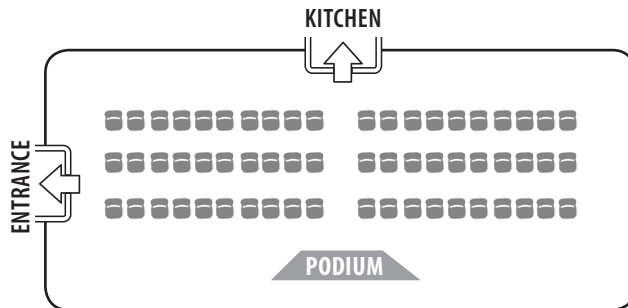
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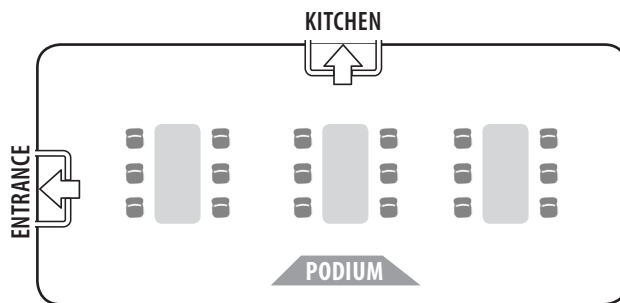


If you have already submitted your Room Set-Up Form and would like to add to it,
please contact our Receptionist via email at receptionist@jfedsrq.org
at least two business days before the meeting.
Requests made on the day of or during the event may not be honored.

AUDITORIUM STYLE (Maximum chairs 120)

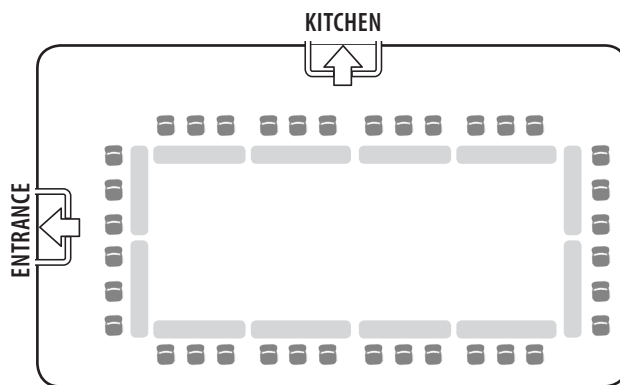


CLASSROOM STYLE (Maximum chairs 72*)



**Maximum tables available 12. For insurance purposes,
we seat only 6 people per table.*

BOARD STYLE (Maximum chairs 45)



**The following items are available.
Please specify which you require.**

Podium
(Zell only) _____

Screen _____

LCD Projector* _____

Microphone
Lavalier (max 2) _____
Wireless (max 2) _____
Wired (max 1) _____

Flip Charts _____

Registration Table
(in Lobby - Zell only) _____

(2) Large tables are set-up at the back
of the Zell room for coffee and food.

**Additional \$50 charge for setup/usage*

The Desenberg room is set-up Board style and cannot be re-arranged.