Pasadena Buddhist Temple

1993 Glen Avenue, Pasadena, CA 91103 • Phone: 626-798-4781 • FAX: 626-345-9095

Resident Minister: *Reverend Gregory Gibbs* • Assisting Minister: *Reverend Tetsuo Unno*

<http://www.PasadenaBuddhistTemple.org>

**FACILITY USE APPLICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name or Organization: |  | | | | Date of application: |
| Contact or Responsible person: |  | | | - PBT Member  - Non-member | |
| Email address: |  | | | | |
| Best Phone #:  xxx-xxx-xxxx |  | | - mobile - home - business | | |
| Complete Mailing Address (include city/zip) |  | | | | |
| Describe the event or activity: |  |  | | | |
| Date and Day of Event: |  | - M  - T  - W  - Th  - F  - Sa  - Su | | | |
| Is there a fee for your event? | - No  - Yes (If yes) Please share the fee/amount you are charging: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Area(s) Requested | |
| Hours Requested: | - |  | - Classroom A (pkg lot) | - Sakai Hall (gym) |
| Set-up Time: | - |  | - Classroom B (garden) | - Hall + Kitchen |
| Hours of Event: | - |  | - Classroom Kitchen |  |
| Estimated Attendance: |  |  | - Other | |

Please describe the type of event and program:

Equipment/Furniture requested (tables, chairs etc):

Special Set-up (need stage, sound system, air conditioning)?  - NO  Yes: Please describe:

Pasadena Temple Member Reference (name):

Signer agrees to donate for use of facility, provide cleaning deposit and clean the facilities per Facilities Use form. Completion of this application does not constitute a confirmed facility reservation. Only after the PBT Board has reviewed and approved the facility request will this rental request be considered a confirmed reservation.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Temple use only: Board Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Fee \_\_\_\_\_\_\_\_\_\_\_/ hour