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