

BUILDING SPACE REQUEST FORM

Please email this form to info@fljc.com or return to the Center office at least 2 weeks prior to the date of event.

Please communicate event cancellations or request changes with the Center office 2 weeks prior to the event.

Date Submitted: _____

Date of Program: _____

Start Time: _____ End Time: _____

Event Name: _____

Requested By: _____

Phone #: _____

Room: _____

Open to the Public? Y/N _____ Members Only? Y/N _____

Publicity Needs from the Office: Flyer Y/N _____ Press Release Y/N _____

Set-Up Requested:

Tables [#] _____ Chairs [#] _____

Do you need coffee/tea Set-Up _____ [Yes] _____ [NO] _____

Check off additional requests: _____ Microphone _____ Podium _____ Projector _____ Screen _____

What deliveries, if any, should the office expect for the event and from what vendor?

Does the event require storing supplies in the building or in the kitchen?

If food and beverages are being served, from where are they being purchased?

Any outside guests attending?

Configuration in Room:

Additional Items:

Please note: all renters/committee members must supply their own tablecloths, paper goods and utensils. Questions? Call the Center office at 201-796-5040

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[ROOM REQUESTS 111221]*