Pasadena Buddhist Temple

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

Resident Minister: *Reverend Gregory Gibbs*

<http://www.PasadenaBuddhistTemple.org>

revised-01/07/2020

**FACILITY USE APPLICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date and Day of Event:** |  | **- M** **- T** **- W** **-Th** **- F** **- Sa** **- Su** | | | |
| **Name of Organization/Applicant:** |  | | | **Date of application:** | |
| **Contact (Responsible) person:** |  | | | | **- PBT Member** **- Non-member** |
| **Email address:** |  | | | | |
| **Best Phone #:**  xxx-xxx-xxxx |  | | **- mobile** **- home** **- business** | | |
| **Complete Mailing Address** (include city/zip) |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hours Requested** | |  | **Area(s) Requested** | |
| Actual time of event: |  |  | -Classroom A (north) | -Gym (Sakai Hall) |
| Time including set-up/clean-up |  |  | -Classroom B (south) | -Gym (Sakai Hall)+ kitchen |
| Estimated Attendance |  |  | -Classroom + kitchen | -Hondo |
|  |  |  | -Parking Lot | - Entire premises |

Please describe the type of event and program:

Equipment/Furniture requested (tables, chairs, sound system etc):

Special Set-up? Please describe:

Pasadena Temple Member Reference (name) if applicant not a member:

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_