

Date of Application \_\_\_\_\_

Pasadena House Peace Embassy  
*Application to Use Space for Public Events*

Pasadena House Peace Embassy exists to serve the educational and social outreach and inreach needs of our brothers and sisters. In order to make sure each event is put on the calendar and well-planned, we ask that you fill out the following form. Please carefully think through and "walk through" your event to make sure you put down all your needs. Only those audio/visual tools requested on this form will be provided. The event coordinator is personally responsible to make sure that everything used is in good condition following the event and that all facilities are well-cleaned. Please "leave the plus!"

Organization/Department \_\_\_\_\_

Department/district Leader's name \_\_\_\_\_

Leader's

E-mail \_\_\_\_\_ cell phone \_\_\_\_\_

Overall Coordinator's

name \_\_\_\_\_

Coordinator's

E-mail \_\_\_\_\_ cell phone \_\_\_\_\_

.....

Type of Event \_\_\_\_\_

*(banquet, seminar, meeting, overnight workshop, etc. Please write any additional details on the back.*

Date and times of event \_\_\_\_\_

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Total expected number of participants \_\_\_\_\_ Please indicate approximate numbers by age group: \_\_\_\_\_ elementary age \_\_\_\_\_ middle school age \_\_\_\_\_ high school age \_\_\_\_\_ young adult/college age \_\_\_\_\_ adults

If you need sleeping accommodations, indicate expected number by gender:

\_\_\_\_\_ males/boys \_\_\_\_\_ females/girls

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**Please indicate the areas that you would like to use:**

1. \_\_\_\_\_ Prayer room 2. \_\_\_\_\_ Garden room with round tables 3. \_\_\_\_\_ kitchen

*(no food or drinks other than water are allowed in the prayer room)*

4. \_\_\_\_\_ refrigerator/freezer space 5. \_\_\_\_\_ Main dining room

6. \_\_\_\_\_ Small white dining room 6. \_\_\_\_\_ Staff dining room

7. \_\_\_\_\_ Seminar room downstairs 8. \_\_\_\_\_ back yard 9. \_\_\_\_\_ parking lot

10 \_\_\_\_\_ swimming pool 11. \_\_\_\_\_ courtyard 12. \_\_\_\_\_ lower lawn (below porch)

*(must have adult over 18 on duty at all times)*