



Application for Facility Scheduling

The JCC welcomes the opportunity to enable your group or organization to use the JCC facilities for your event or upcoming meeting. Please complete this application, sign and date the form. Once completed, keep a copy for yourself and return the application to the JCC *no later* than fourteen days before your meeting or event. Once received, the JCC will respond within 2 working days and answer your request. If you have any questions please contact us at 559-6258 or at 559-6276.

Organization:

Address:

Phone Number:

Contact Person:

Phone Number:

Email Address:

Responsible Party for Payment:

Phone Number:

Purpose of Event:

Date(s)/Time(s) of Event:

Is this a recurring event?: Yes No
If yes, please indicate how often.

Approximate # of Participants Expected:

Anticipated Noise Level:

Representative at Event:

Phone Number:

Room Request, First Choice:

Room Request, Second Choice:

Do you plan to order food from the JCC?

Will you need Audio/Visual Equipment?

Laptop Microphone
 Projector _____

List all Event Sponsors or Hosts:

Signature: _____

Date: _____

Facility Scheduling Helpful Guidelines

If damages occur to any aspect of the JCC facilities, your contact person, host and the group, organization or agency will be billed for the cost of repairs and/or replacements. You are responsible for the conduct of all of your participants at the JCC facilities because of your event or meeting. JCC may require that you obtain special insurance coverages or confirm you have an insurance policy that covers the event.

Only Vaad Supervised Kosher food may be served.

The JCC is a smoke free facility including the grounds outside of the buildings.

The JCC reserves the right to cancel any event or program at any time. After this application is accepted the JCC reserves the right to have you sign a use licensing agreement.

JCC MISSION STATEMENT: *The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.*

- Revised by the JCC's Board of Trustees on April 16, 2012

JCC VISION STATEMENT: *The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.*

- Revised by the JCC's Board of Trustees on April 16, 2012



**The Jewish Community Center
of Greater Columbus**

1125 College Ave
Columbus OH 43209

It is recommended that you save a copy of this form to your desktop. Complete it electronically and submit by clicking here:

SUBMIT

(You may also email it to creis@columbusjcc.org)