

REQUEST FOR USE OF KORA TEMPLE  
OUTSIDE GROUP USAGE

DATE OF USE \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

FACILITIES NEEDED: DINING HALL \$500 FOR 3 HRS \$100/HR AFTER 3 \_\_\_\_\_

CEREMONIAL HALL \$500 FOR 3 HRS \$100/HR AFTER 3 \_\_\_\_\_

KITCHEN \_\_\_\_\_

IF KITCHEN USED NAME OF CATERER (SEE LIST) \_\_\_\_\_

PROVOST \_\_\_\_\_ MAINTENANCE PERSON \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_

CONTACT PERSON (print) \_\_\_\_\_

ADDRESS \_\_\_\_\_

DAY PHONE \_\_\_\_\_ NIGHT PHONE \_\_\_\_\_

PERSON RESPONSIBLE FOR CLEANUP \_\_\_\_\_ PHONE \_\_\_\_\_

OFFICE PERSON RECEIVING FORM \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEES APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

LISTED ON CALENDAR \_\_\_\_\_

INSURANCE CERTIFICATE \_\_\_\_\_

CONTACT (signature) \_\_\_\_\_