

Room Reservation Request Form for KMCC

This form is for activities more than 30 days in advance. For any activity within the current month please see the reception desk to reserve or call 858-514-3870.

1. Please submit room reservations at least 30 days in advance. If you have a recurring meeting you may submit for all on one form for the current year. You may submit in person (leave with the Toban desk or place completed form in the clear plastic holder), by fax (858-514-3874) or via email to Bing Ocasion (bing-san@cox.net).

2. For wedding ceremonies please fill out the "Application for Wedding Ceremony" available at the Admin Support /Bookstore Office.

3. Please call the reception desk at least one week prior to confirm your activity.

4. All equipment must be checked out with the Reception Desk and returned at the end of the activity.

5. Please clean up all trash after your activity and return all chairs, tables and equipment as you found it. Thank you.

6. Please request the room you desire, however that room may not always be available. If room is not available or a larger activity needs to be scheduled KMCC will assign rooms based on size of activity or function.

7. Please fill out all areas.

Reservation Information: [Required fields are highlighted in Red when Highlighting Fields]

Your email address:

Chapter:

Name of Group/Activity:

Number of Participants:

Person in Charge:

Telephone (Day or Night):

Clean-Up in Charge:

Date of Requested Activities:

Activity Begins at: Activity Ends at:

(If Applicable) Set-Up Begins at:

Specific Room Requested :

Gohonzon Needed for Activity:

(Note: No food or drink in any rooms except Kitchen)

You are responsible for arranging Soka Group, Byakuren and audio / visual support.

For Office Use Only

Reservation entered on date:

Reservation entered by:

Changes: