

St. Edith Church

WORK REQUEST FORM (Parish Hall)

PLEASE NOTE: DO NOT USE DUCT TAPE ON WALLS/FLOOR. ONLY BLUE PAINTER'S TAPE MAY BE USED! Dishwasher must be cleaned inside & outside, especially the top! This is a health dept. regulation.

Today's Date: _____ Day/Date of Set-up: _____

From: _____ Phone: _____

Group/committee: _____ EVENT START TIME: _____

Description of Work/Setup (See reverse side for room diagram):



- () Tables () Chairs () Podium
() Long () Upholstered () Projector
() Round () Folding () DVD hookup
() PC hookup
of people attending: _____ Microphone - See Parish Office



PLEASE NOTE: ALL GROUPS USING THE FACILITIES MUST PROVIDE INITIAL CLEANUP (TABLE/CHAIR REMOVAL, SWEEPING OF FLOORS, ETC.). THE KITCHEN MUST BE RETURNED TO ITS ORIGINAL CONDITION. ALL GARBAGE MUST BE REMOVED AND PLACED IN DUMPSTER.

REMEMBER TO SHUT OFF THE LIGHTS & LOCK THE DOORS!

Additional comments/needs:



*****OFFICE USE*****

Request rec'd by: _____ Date: _____

Original to Maintenance: () 734-464-1222 x313
Copy to Parish Office file: () 734-464-1222
Copy to Originator: ()

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