

St. Edith Church

WORK REQUEST FORM (A/V Room)

PLEASE NOTE: DO NOT USE DUCT TAPE ON WALLS/FLOOR. ONLY BLUE PAINTER'S TAPE MAY BE USED!

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
 Long
 Round

Chairs
 Upholstered
 Folding

Podium
Microphone - See Parish Office

of people attending: _____

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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