

## CHURCH HALL MAINTENANCE REQUEST FORM

Today's Date \_\_\_\_\_ Date Needed \_\_\_\_\_

Organization \_\_\_\_\_

Name of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Set-up Start Time \_\_\_\_\_ Clean-up End Time \_\_\_\_\_

Chairperson \_\_\_\_\_ Phone # \_\_\_\_\_

PERSON RESPONSIBLE FOR CONDITION OF AREA:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email address \_\_\_\_\_

IF SET UP OF A ROOM IS BEING REQUESTED, PLEASE COMPLETE THE FOLLOWING:

Area needed (include Side Room, Stage, Lobby outside Hall if needed)

Number Attending \_\_\_\_\_ Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_

NEED: \_\_\_ Microphone \_\_\_ Chalkboard \_\_\_ Podium \_\_\_ Tablecloths

\_\_\_ Soft drink Cups \_\_\_ Coffee Pots (coffee & cups not included)

Soft drinks (cups and ice included) in Church Hall (circle one) Yes/No

Charges to be paid by \_\_\_\_\_

Person accountable for key pickup, key return and locking facility:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

St. James Staff can not be responsible for any deliveries.

OTHER INFORMATION YOU WISH TO INCLUDE:

Table and chair placement may be drawn on the diagram page.

**You must remove tape and glue from tables used.**

All charges are to be paid in the Parish Office.

NOTE: Regarding Lighting in Church Hall - it can be tricky, so ask to be shown ahead of time if you are not familiar.