

MAINTENANCE REQUEST FORM

*Please Complete and Return to
Chris Wood in the Parish Office*

MAINTENANCE/REPAIR

PROBLEM *(If Maintenance/Repair Request)* _____

SCHEDULED EVENT NAME _____

(Please submit at least one week in advance)

DATE/TIME OF EVENT _____

LOCATION _____

SET UP TIME _____

SET UP & EQUIPMENT NEEDED *(Please Submit Separate Floor Plan if Extensive Set Up Required)*

TEAR DOWN & CLEAN UP

Will there be excess trash to dispose of? YES _____ NO _____

Will your event collect items/money that need to be stored? YES _____ NO _____

If Yes, where are the items/money to be stored? _____

REQUESTED BY _____

Phone # *(If not staff)* _____ Email _____