



750 Bright Road
Findlay OH 45840
419-422-2646
www.findlaystmichael.org



723 Sutton Place
Findlay OH 45840
419-423-2738
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FACILITY SCHEDULING FORM

Please complete all fields

Ministry/Organization _____

Contact Name _____

Phone # _____ Email _____

Event Name _____

Rooms/Areas Needed _____

Date(s) or Date Range _____

Number of people expected _____

Set Up Time _____ Event Start Time _____ Event End Time _____ Exit Time _____

of Chairs _____ # of 8ft. Tables _____ # of Round Tables _____

of Cocktail Tables _____ # of Trash Cans _____

Food being served? _____ Coffee/Snacks _____ Meal _____

Equipment Needed _____

(projector, sound, etc.) _____

****Your party is responsible for ALL clean up****

Please provide a detailed diagram and any additional notes on the back of this page →

FOR OFFICE USE ONLY

Application received by (name) _____ Date _____ Time _____

Entered in calendar by (name) _____

Date entered in Calendar and Binder _____

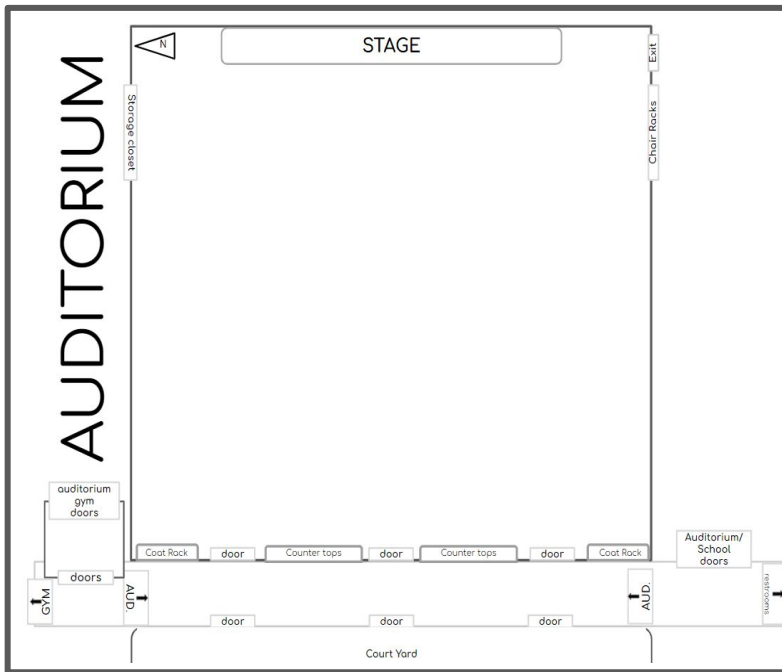
Date emailed/scanned to Maintenance _____

Date emailed/sent confirmation _____

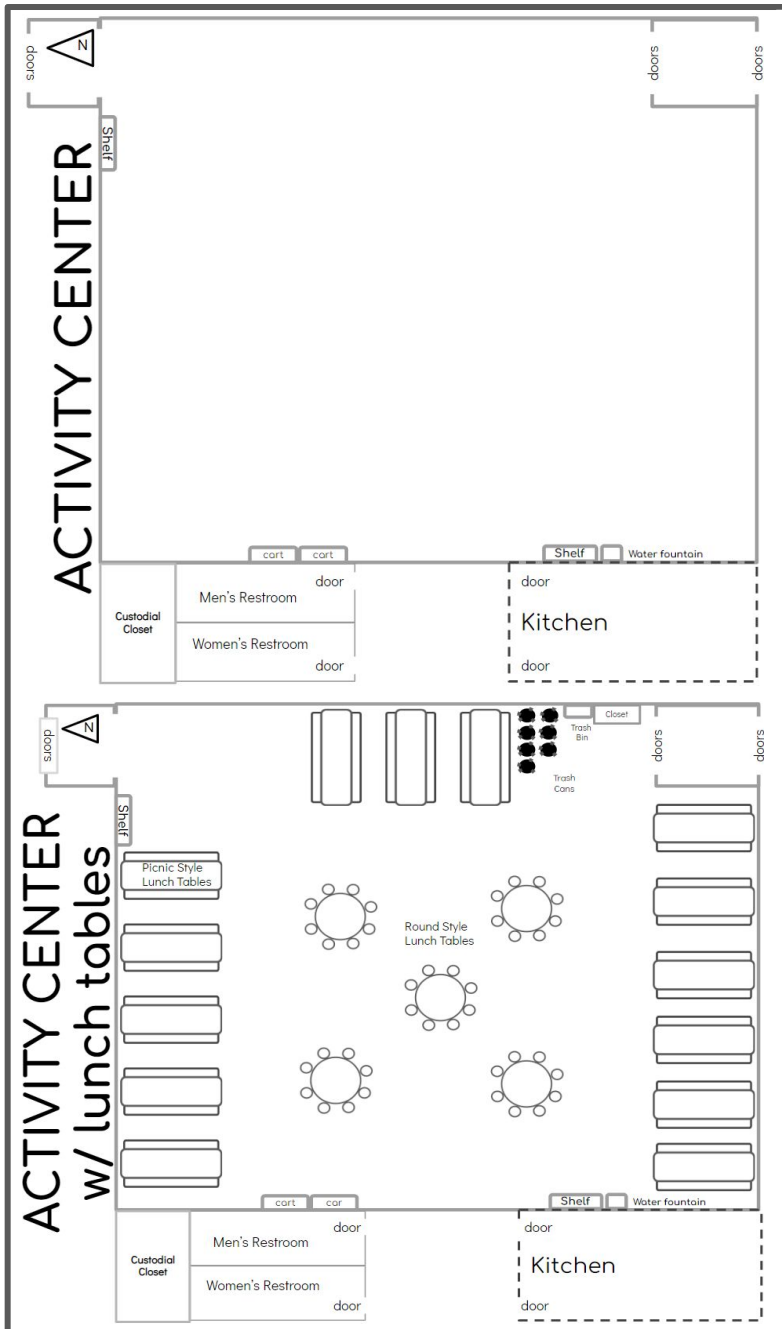
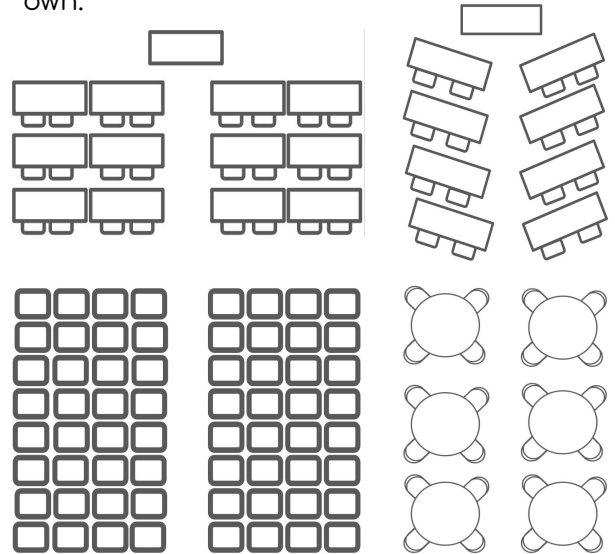
KEY needed _____ KEY picked up by _____

Non-parish groups - PROOF OF INSURANCE turned in _____

FEE _____ Payment received _____



Please circle a room configuration from the following designs or draw a design of your own.



Activity Center: Please indicate how you want the room configured. X out tables you do not want.

Additional Comments

NOTE for AC:
 Moveable Items:
 -Picnic Lunch Tables
 - Round Picnic Style
 -Trash Cans
 -Closet near AC doors (outside)
 -Carts
 -8 ft. table

Available items for Setup
 Podium
 8 Ft. Tables (8 people max)
 Circle Tables (8 people max)
 Cocktail Tables (6 available)
 Chairs
 Trash Bins
 Microphones
 Screens
 Projector