



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



723 Sutton Place
Findlay OH 45840
419-423-2738
www.findlaystmichaelschool.org

FACILITY SCHEDULING FORM

Please complete all fields

Ministry/Organization _____

Contact Name _____

Phone # _____ Email _____

-Availability subject to change-

Event Name _____

Date(s) or Date Range _____

Number of people expected _____

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

Room Requested:

"As is" – no custom setups

- | | | |
|--|--|--|
| <input type="checkbox"/> Marian Room | <input type="checkbox"/> St. Joseph's Room | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Family Chapel | <input type="checkbox"/> Day Chapel | <input type="checkbox"/> Downtown Chapel |

Custom Setup Requests:

Subject to approval

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Main Church Narthex | <input type="checkbox"/> Main Church |
| <input type="checkbox"/> Other Areas Needed (if applicable): _____ | |

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

of Cocktail Tables _____ # of Trash Cans _____

****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 _____ Date Processed _____

- | | |
|---|---|
| <input type="checkbox"/> Entered in Parish Calendar | <input type="checkbox"/> Entered in Set up Calendar |
| <input type="checkbox"/> Email Maintenance/Tech | <input type="checkbox"/> Confirmation sent |

KEY needed KEY picked up by _____

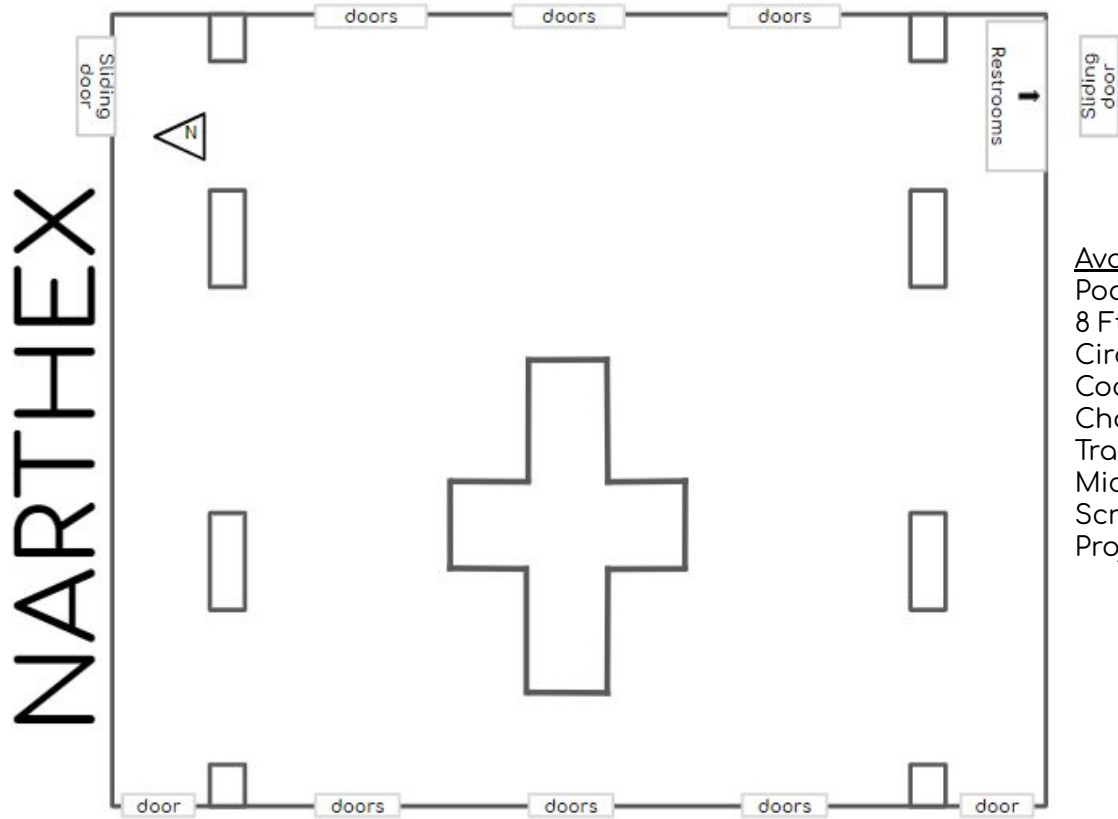
☐ Non-parish groups - PROOF OF INSURANCE received

FEE amount: \$ _____

☐ Payment received

Revised 1/2026

Please draw your desired setup.



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

Additional Comments