



750 Bright Road  
Findlay OH 45840  
419-422-2646  
[www.findlaysmichael.org](http://www.findlaysmichael.org)



723 Sutton Place  
Findlay OH 45840  
419-423-2738  
[www.findlaysmichaelschool.org](http://www.findlaysmichaelschool.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*

Marian Room     St. Joseph's Room     Youth Room  
 Family Chapel     Day Chapel     Downtown Chapel

Custom Setup Requests:

*Subject to approval*

Main Church Narthex     Main Church  
 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 \_\_\_\_\_

Entered in Parish Calendar     Entered in Set up Calendar  
 Email Maintenance/Tech     Confirmation sent

KEY needed KEY picked up by \_\_\_\_\_

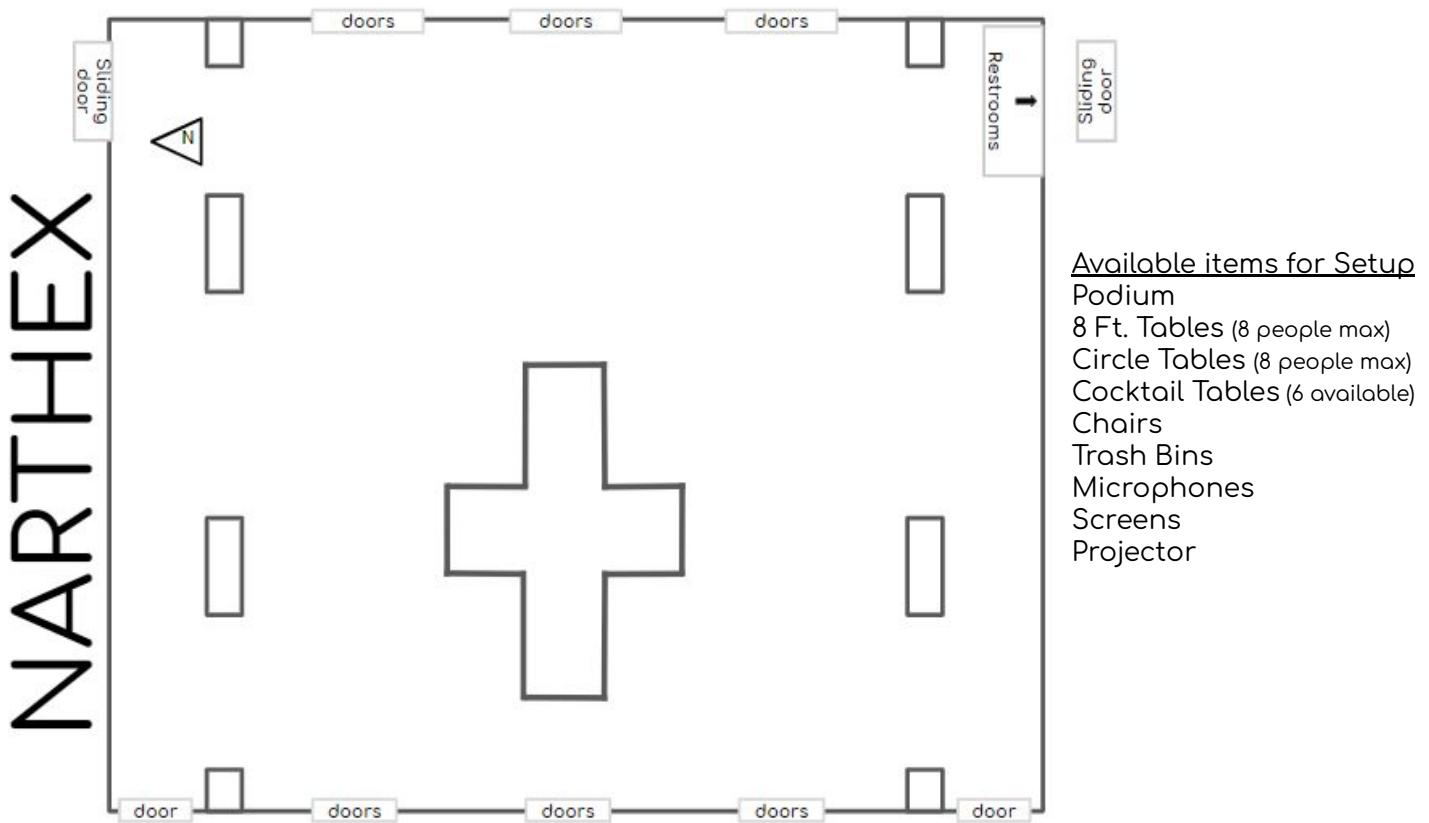
Non-parish groups - PROOF OF INSURANCE received

FEE amount: \$ \_\_\_\_\_

Payment received

Revised 1/2026

Please draw your desired setup.



Additional Comments