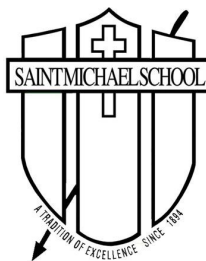




750 Bright Road
Findlay OH 45840
419-422-2646
www.findlaystmichael.org



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 _____

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? _____ Specific Food/Beverage Needs _____

Technology Equipment Needs: _____

****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 Processed _____

☐ Added to Set Up Calendar ☐ Added to Parish Calendar ☐ Added to FACTS

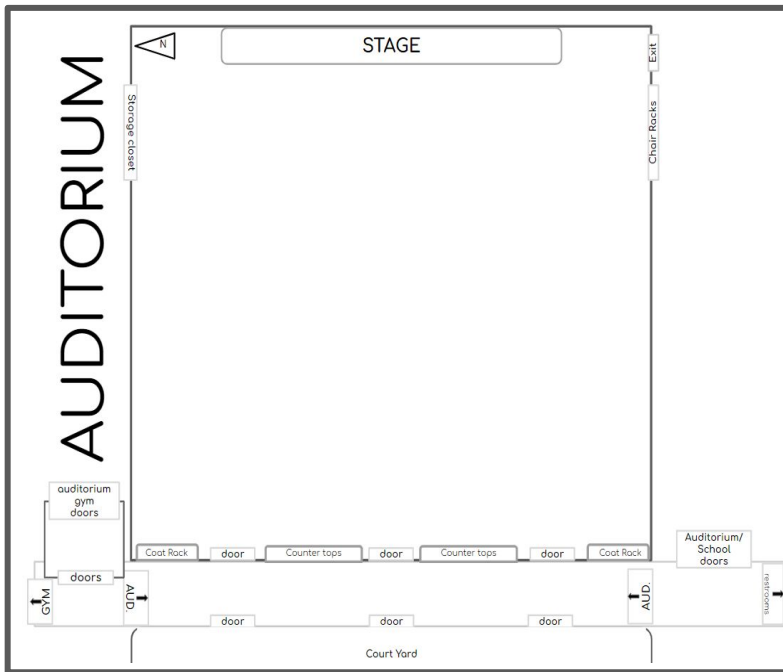
☐ Emailed Maintenance/Tech ☐ Confirmation Sent

KEY needed _____ KEY picked up by _____

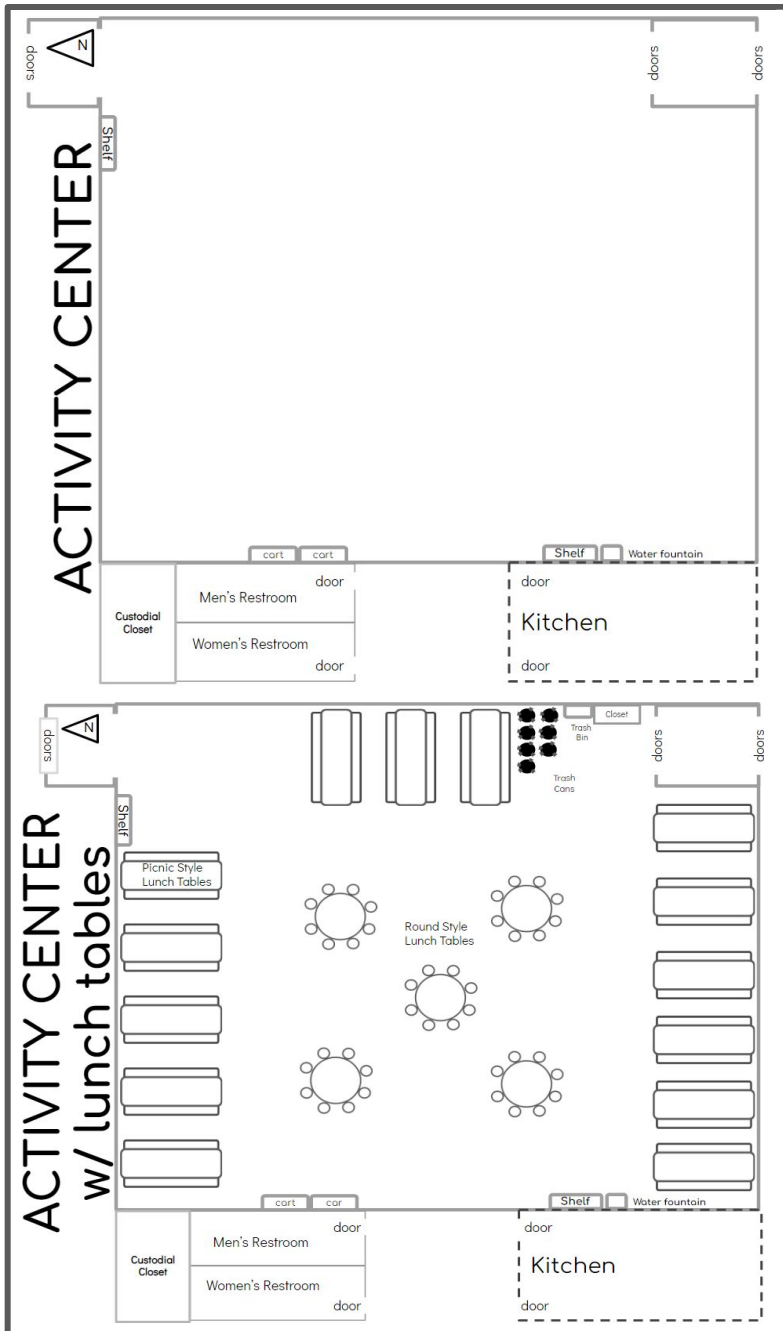
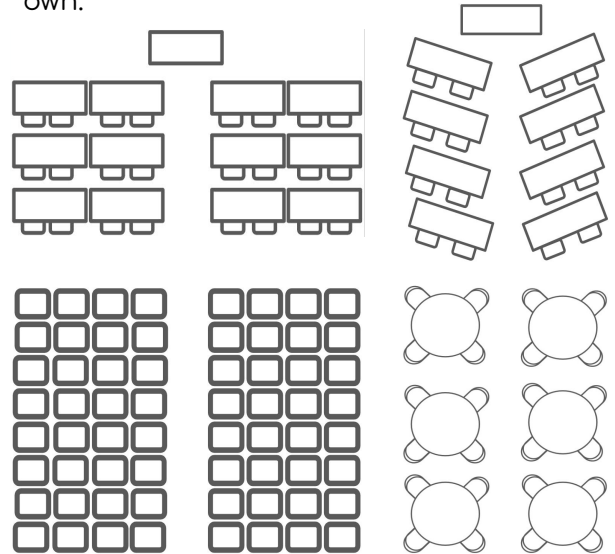
Non-parish groups - PROOF OF INSURANCE received _____

FEE amount \$ _____ Payment received _____

Revised 1/2026



Please 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