



750 Bright Road
Findlay OH 45840
419-422-2646
www.findlaysmichael.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 _____

-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

Emailed Maintenance/Tech Confirmation Sent

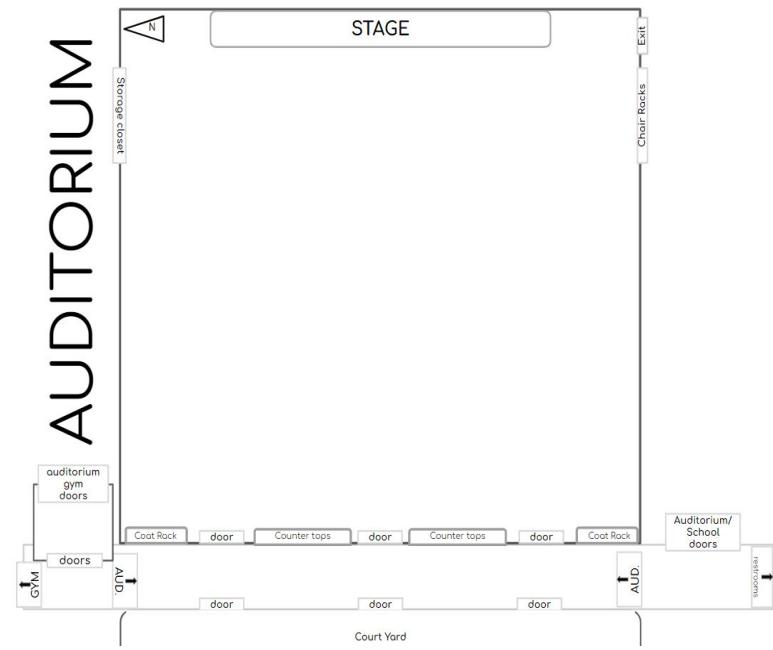
KEY needed _____ KEY picked up by _____

Non-parish groups - PROOF OF INSURANCE received _____

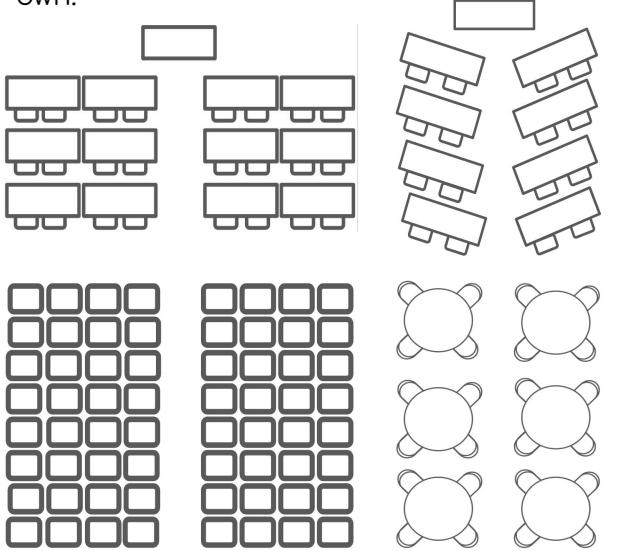
FEE amount \$ _____ Payment received _____

Revised 1/2026

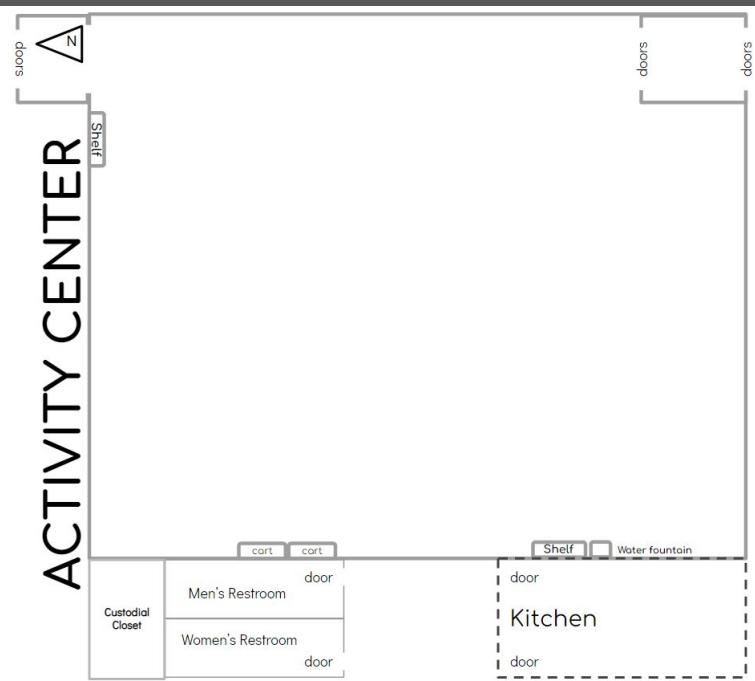
AUDITORIUM



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

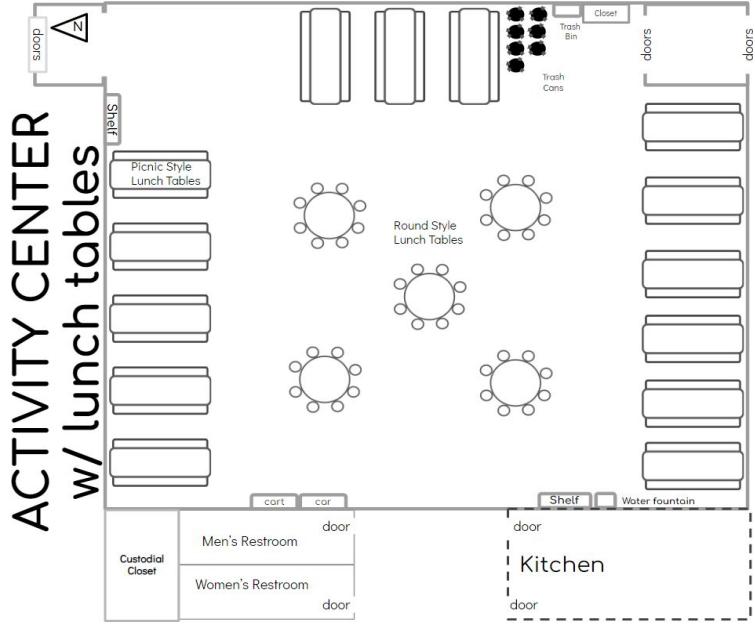


ACTIVITY CENTER



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

ACTIVITY CENTER w/ lunch tables



Additional Comments

NOTE for AC:

NOTE for AG:

- 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)

Cockta

Chairs

Trash Bins

Microp

Screens