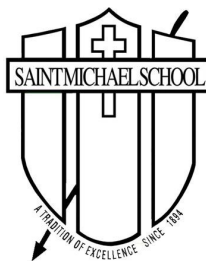




750 Bright Road  
Findlay OH 45840  
419-422-2646  
www.findlaystmichael.org



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

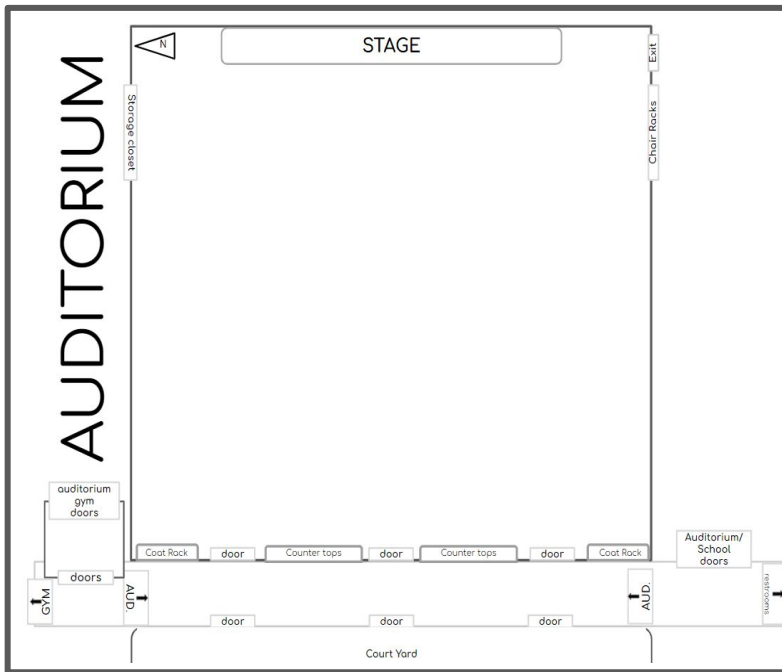
☐ Emailed Maintenance/Tech ☐ Confirmation Sent

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

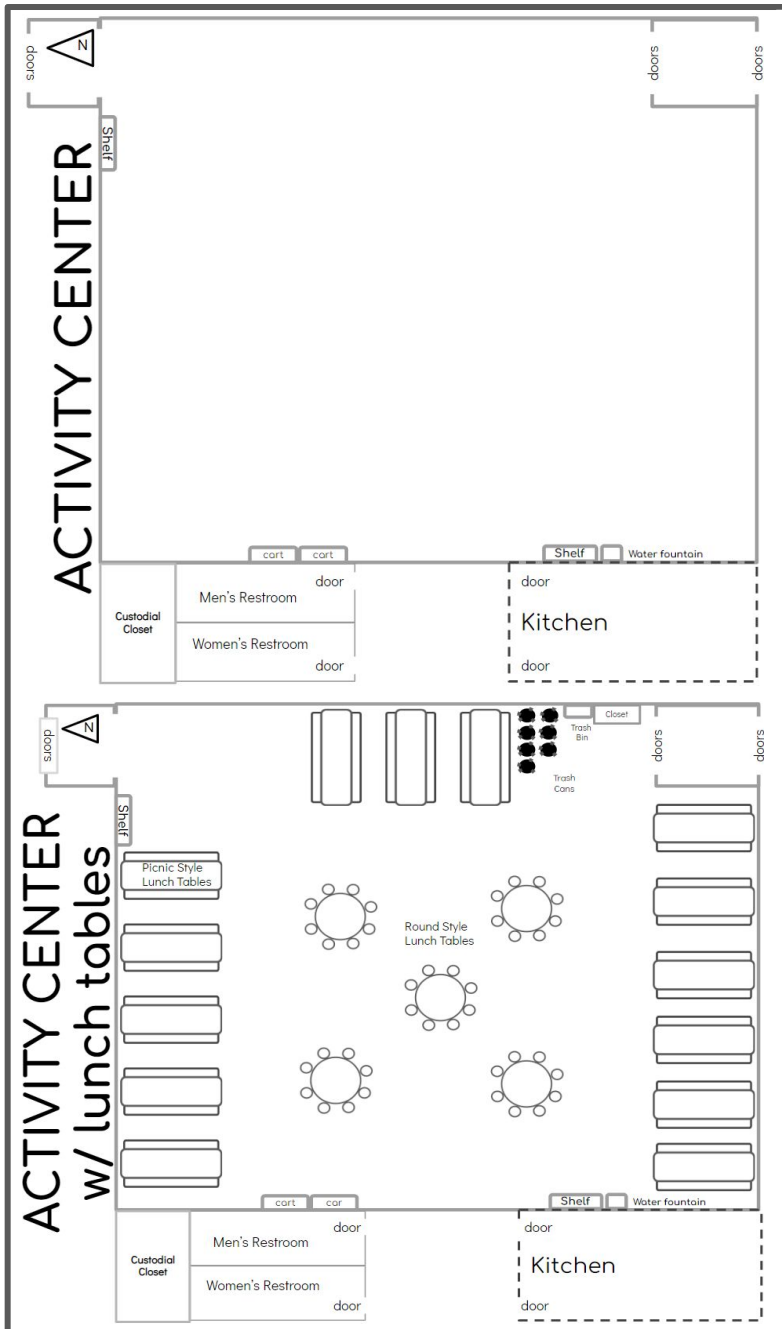
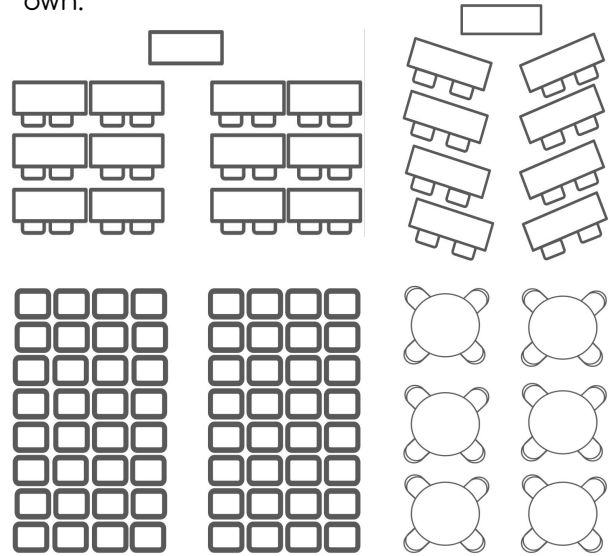
Non-parish groups - PROOF OF INSURANCE received \_\_\_\_\_

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