

## ST. ANDREW PARISH FACILITY REQUEST FORM

CONTACT PERSON/ASSOCIATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: From \_\_\_\_\_ To \_\_\_\_\_  
(Indicate if you would like this to be a repeating event – i.e. 2<sup>nd</sup> Mon of Month)

SETUP TIME: \_\_\_\_\_ CLEANUP TIME: \_\_\_\_\_

ROOM PREFERRED: Nugent Parish Hall \_\_\_\_\_ Multi-Purpose Room \_\_\_\_\_  
Church \_\_\_\_\_ Parish Hall Kitchen \_\_\_\_\_ POLLMR \_\_\_\_\_

NUMBER OF PEOPLE: \_\_\_\_\_ NUMBER OF TABLES \_\_\_\_\_  
PH-6 & 8 ft Long or Round MPR-5 ft Conference

ADDITIONAL INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

### EQUIPMENT REQUEST

Do you need any of the following?

VCR/DVD: \_\_\_\_\_ MICROPHONE: \_\_\_\_\_

PROJECTOR: \_\_\_\_\_ WIFI PASSWORD: \_\_\_\_\_

### MAINTENANCE

There is limited assistance with setup and teardown by St. Andrew Staff, Monday through Friday. We require 48 hour advance notice of the event for assistance. It is the responsibility of the contact person and/or group to setup and teardown for all Saturday and Sunday events.

Parish Hall cleaning equipment is located in the Maintenance Closet in the lower level hallway. Cleaning equipment for the Multi-Purpose Room is located in the \_\_\_\_\_. *It is the responsibility of the organization to clean the space, take out trash where applicable and return the room back to "ready" status.* Thank you.

For questions, please call Jayne Frilling at 614-451-4290.

SIGNED \_\_\_\_\_

Approved \_\_\_\_\_