

CUSTODIAL REQUESTS FORM

Date Requested: _____

Turn in to Marilyn Oldham's mail box.
If an urgent request, put directly into the Custodial mailbox.

Set-up Addition or Change

Directions: Fill out this part of the form if you have already turned in a Facility Use Reservation sheet but would like to either change or add to your set-up.

Name/Event _____ Date(s): _____

Location: _____ Time: _____

Diagram Area

Add this to my existing set-up

Change my existing set-up to:

Please indicate the number needed in the appropriate blank.

- _____ 8' Tables (T) _____ 2' x 4' Tables (SmT)
- _____ 8' Child's table (CT) _____ Chairs (C)
- _____ Round tables (RT) _____ Child's Chairs (CC)
- _____ 6' Tables (Tb) _____ Other (O)

Please Note: Custodial personnel cannot be responsible for last minute set-ups, changes, or "verbal only" requests, although we will do our best to accommodate.

Building or Vehicle Maintenance Request

Directions: Fill out this part of the form if you notice something in the building or with the vehicles that needs to be fixed.

Your Name: _____

Phone Number: _____

Special Instructions: _____

(Use the reverse side if you need more room)

Concourse Table Request (For Ministry Leaders Only)

___ 4 ft. ___ 6 ft. ___ 8 ft.

Directions: Fill out this part of the form if you would like to request a table in the concourse. The Scheduling Coordinator will call you back regarding if your request has been approved.

Ministry: _____

Your Name: _____

Phone Number: _____

Dates: _____

Providing own table covering? Y N
Circle one

-
- ___ Worship Pastor's Initials if Accepted
- ___ Worship Pastor's Initials if Denied
- ___ Worship Pastor's Initials if Revised
- Revised Dates: _____