PLEASE GIVE SEVEN (7) DAYS NOTICE. THANK YOU.**

MAINTENANCE REQUEST

Date(s) of Event_____

Do you need to set up and arrange tables the day before? ____YES ____NO

Ministry_____ Person requesting_____

Purpose of use_____ Contact number_____

Need Parking Lot Lights: Yes _____ No _____

Event time (start)_____am/pm (finish)_____am/pm Please **DO NOT OMIT**

Number attending_____

Special Instructions_____

_____

Rooms requested (circle): Hoover Fellowship Hall Hoover Hall classroom
Kitchen Worship Center classroom
Choir room Worship Center

Number of tables and chairs required: _____ 6' long tables _____ 5' round tables _____ No. of Chairs

_____
No. of chairs per table?

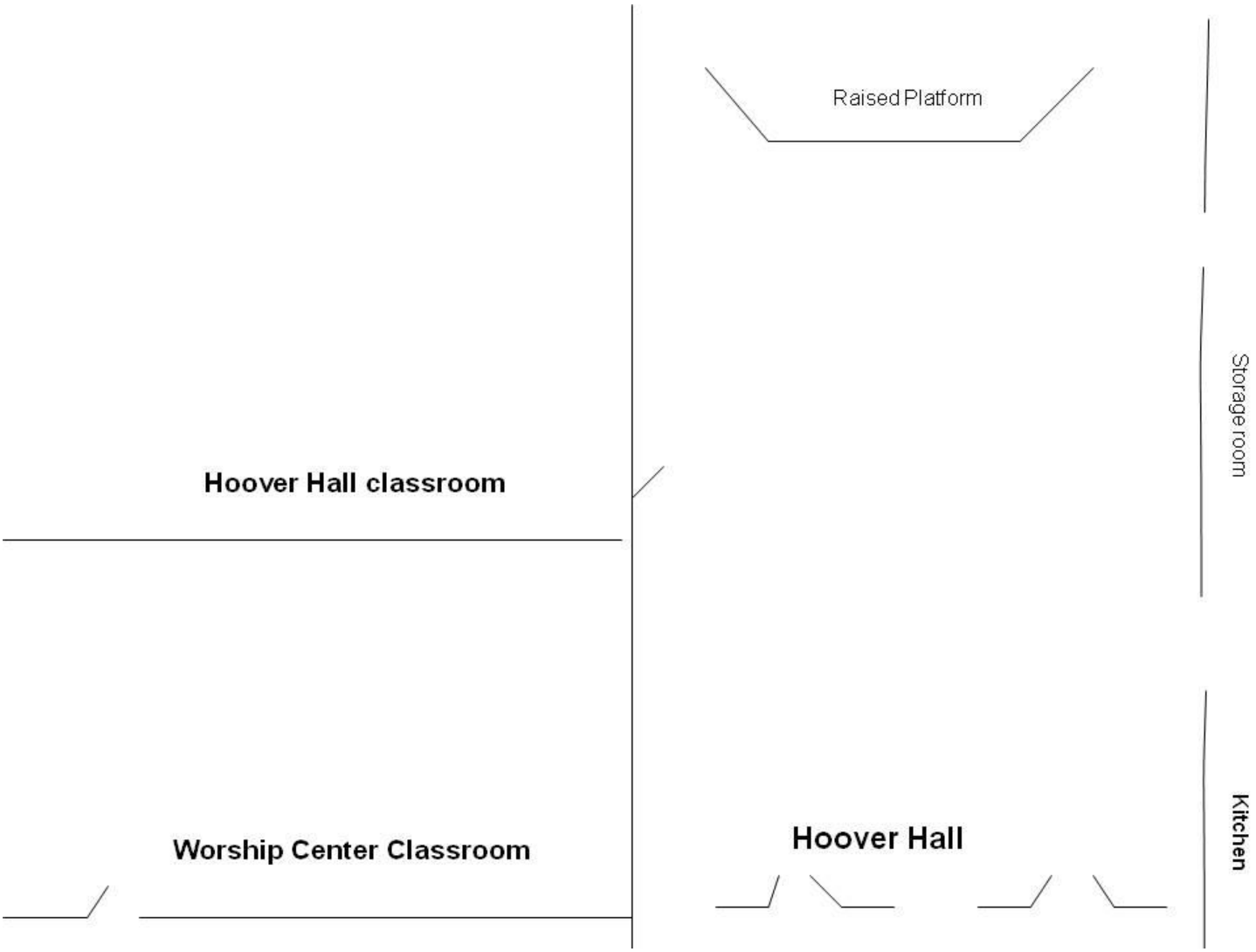
Equipment needed: (Circle needs) Sound system Cordless mic. TV/VCR
Please contact Media Chair with specific needs.

_____
Other

Need a photographer for the event?** _____Yes _____No

YOU ARE RESPONSIBLE TO LEAVE THE BUILDING AND GROUNDS IN THE SAME CONDITION OR BETTER CONDITION THAN YOU FIND IT.

FOR OFFICE USE ONLY
Copies to: Property Ministry, Maintenance, Office, Audio/Visual, Photographer, Fellowship Ministry if needed


Raised Platform
Storage room
Hoover Hall classroom
Kitchen
Worship Center Classroom
Hoover Hall