

Notre Dame Parish

Maintenance Work Order Request

Group/Organization _____

Main Contact _____

Phone Number _____

Email _____

Set Up Information

of 60" Rounds: _____

of Chairs per 60" Round: _____

of 72" Rounds: _____

of Chairs per 72" Round: _____

of chairs for speaking engagement _____

of *Table Cloths: _____

Color Of *Table Cloths: Blue | Black | White

Shape of *Table Cloths: Circular | Rectangular

Cleanup

Who will be cleaning up after the event?

- Empty Garbage
- Sweep Floors
- Take away all food items

Event Date _____

Event Name _____

Event Location _____

Set Up Date Previously approved by Parish:

Date _____ Time _____

Event Start Time _____

Event End Time _____

of 8' Rectangle Tables: _____

of Chairs per Rectangle: _____

of High Boy Tables: _____

Will you need a podium? Yes | No

AV Equipment? Yes | No - add in notes

Circle one: my group | parish maintenance

****Please Note: If you use the parish table cloths, we expect that you wash and return table cloths within 3 days of your event.***

If parish maintenance is needed for the cleanup, there will be a charge of \$50.00 to \$150.00 for the takedown and cleanup of each event. Cost will vary depending on size of the event and amount of work.

Signature _____

Date _____