

**St. Francis of Assisi
Maintenance Request Form**

This form is to be used when your organization requests maintenance for setting up or cleaning up of your activity/meeting. **You do not need to complete this form if your organization plans on setting up and cleaning up.** Please complete all information as completely as possible. Maintenance will be billed at \$25/hour (minimum 2 hours) charged to your organization. This form should be turned in a minimum of 2 weeks prior to your activity.

Facility Requested _____ Date of Meeting/Activity _____

Pre-Event

Set-up needed? Yes No

Set-up Time _____

Tables* Yes No

If yes, complete the following: rectangular or round (circle one) # needed _____

Chairs* Yes No If yes, # needed _____

*If tables and chairs are required, please attach a diagram of the requested room layout

A/V (check all that apply) _____ Microphone _____ Podium _____ Easel

_____ Projector & Screen _____ TV/DVD _____ Extension Cord _____ Power Strip

_____ A/V Cords _____ Other (specify) _____

A/C Needed Yes No

Post-Event

Clean-up needed? Yes No

Clean-up Time _____

Please provide specific instructions on what clean up you are requesting from maintenance

Contact Information

Printed Name _____ E-mail _____

Contact Phone _____

Complete form and return to the rectory office. This form will be forwarded to our maintenance department prior to your event. They will contact you with any questions.

For Office Use Only Total # of hours to be billed _____