



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: _____ A/C? Yes___ No___

Tables? Yes___ No___ If yes: Rectangular___ Round___ # 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___ TV/DVD___

Projector & Screen___ Extension Cord___ Power Strip___ A/V Cords___

Other (specify): _____

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: _____ Date: _____

Email: _____ Phone: _____

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