

OUR LADY OF THE LAKE ROMAN CATHOLIC PARISH SET-UP WORK ORDER FORM

The following information is necessary in order to help you make your event a success. If this form is not submitted with the Use of Facility Form, please submit to the **Parish Office at least two (2) weeks** in advance of your planned event.
Your cooperation is greatly appreciated.

Organization Name _____ Event _____

Date of event _____ Time event begins _____ # Attending the event _____

EQUIPMENT NEEDED: Sound DVD Player Microphone Podium TV VCR Pull down screen Projector
 Parking Lot Lights Air Conditioning Setting _____°

TABLE and/or CHAIR ARRANGEMENT: In the space provided below, please draw a configuration of how you would like the chairs and tables arranged. Please indicate doors, kitchen, etc. If it becomes necessary for you to rearrange the configuration of the room, please **DO NOT DRAG THE TABLES.....**

**Classroom End of Room – Holy Family Parish Center
Restroom End of Room - St. Joseph Hall**

**Kitchen End of Room – Holy Family Parish Center
Folding Front Doors End of Room - St. Joseph Hall**

Your name and phone number _____ Date _____

Since the Maintenance Department does not work on Saturday and Sunday, it will be necessary for the facility to be returned to the normal setup.

**Please leave the facility as clean as you found it.
Be sure to follow the guidelines given to you. Thank you....**

If you have any questions regarding the set up of the facility, please contact the Parish Office or Bradley Reese, Maintenance Supervisor - at 928-855-2685 Monday through Friday, 8:00 a.m. to 5:00 p.m.