

First Presbyterian Church  
**Work Request - Custodian**

Event: \_\_\_\_\_

**Which rooms are you requesting to use?** (check all that you need)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fellowship Hall/Gym    | <input type="checkbox"/> Library           | <input type="checkbox"/> Mid-High classroom |
| <input type="checkbox"/> Kitchen                | <input type="checkbox"/> Chapel/Music Room | <input type="checkbox"/> Youth Room         |
| <input type="checkbox"/> Narthex                | <input type="checkbox"/> 1-2 Classroom     |   |
| <input type="checkbox"/> Sanctuary              | <input type="checkbox"/> Art Room          |   |
| <input type="checkbox"/> Parlor/Conference Room | <input type="checkbox"/> Nursery           |   |

Draw diagram of set up on the backside of this page or attach a separate diagram if it involves a big set up or answer questions as follows:

**SEATING:**

How many tables? \_\_\_\_ What kind of tables? round long

Size of long table? 8ft. 6 ft. 4 ft.

**SERVING:**

How many tables? \_\_\_\_ What kind of tables? round long

Size of long table? 8ft. 6 ft. 4 ft.

**Fellowship Hall:**

What side of the gym do you want the tables set up? kitchen side circle-drive side

**What other items do you need?** (check all you need)

- podium
- microphone
- screen for projector
- number of music stands \_\_\_\_\_

**Additional information:**

**When do you need the set up completed?** Date \_\_\_\_\_ Time \_\_\_\_\_

**How long do you need the set up for?** \_\_\_\_Hours \_\_\_\_Days

**When can it be taken down?** Date \_\_\_\_\_ Time \_\_\_\_\_

**What is your name?** \_\_\_\_\_

**Date that the custodian completed request:** \_\_\_\_\_

*Please place in mailbox of secretary.*

Updated August 2018