

entered 8/22



750 Bright Road  
Findlay, Ohio 45840  
419-422-2646  
www.findlaystmichael.org



723 Sutton Place  
Findlay, Ohio 45840  
419-423-2738  
www.findlaystmichaelschool.org

### FACILITY SCHEDULING FORM

Office person who received application Heather Date 8/21/19 Time 12:40

Ministry/Organization K Classes

Event Name Thanksgiving Feast

Facility(ies) Needed Back Part of Auditorium

Date(s) or Date Range Wed., Nov. 27, 2019

Set Up Time 7:00am Event Start Time 11:45 Event End Time 12:30 Exit Time 1:00

Number of people expected 60 - 70 people

# of Chairs 50 # of Tables 8 long tables  
(Please pick a setup style on the back of this page.)

Food being served? No ☐ Coffee/snacks ☐ Meal ☒

Equipment Needed I'm not sure (podium, sound, etc.)

Contact Name Ann Small

Phone # 419-957-3711 Email asmall@findlaystmichael.org

### FOR OFFICE USE ONLY

Office Staff Name who entered it into the calendar \_\_\_\_\_

\_\_\_\_\_ Date entered into Calendar & Binder \_\_\_\_\_ Date emailed/sent confirmation \_\_\_\_\_

KEY needed \_\_\_\_\_ to be picked up by \_\_\_\_\_

Non-parish groups - PROOF OF INSURANCE turned in \_\_\_\_\_

FEE \_\_\_\_\_ Payment received \_\_\_\_\_