

# Church of Saint Clare – Maintenance Request

Rev Oct. 2018

*Prepare and forward to Gerri Smith/Annmarie Upton in the rectory – phone: 718-984-7873*

Today's Date \_\_\_\_\_

## Requestor Information:

<b>Name of Event:</b>	
<b>Contact Name, Tel. or Email:</b>	
<b>Location for Request:</b>	
<b>Date &amp; Time Needed By:</b> <small>Please allow at least 2 weeks for setup requests</small>	

### SETUP REQUEST (Before Event)

# of Tables       # of Chairs  
 Coffee/Tea       Soda

Setup Notes/Helpful Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please include a diagram if necessary on reverse.*

### CLEANUP REQUEST (After Event)

Yes, we need assistance with:

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_

No, we will cleanup and handle locking up space

Clean                       Install/Move  
 Setup                         Repair/Replace

Work Notes/Helpful Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OTHER REQUEST

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK**

#### Rectory Use Only:

Date Received: _____	To Cesare: _____
Assigned to: _____	On Calendar: _____