

MAINTENANCE REQUEST

DATE _____

NAME _____ MINISTRY _____

REPAIR NEEDED _____

HALL SET UP:

DATE: _____

ROOMS: _____

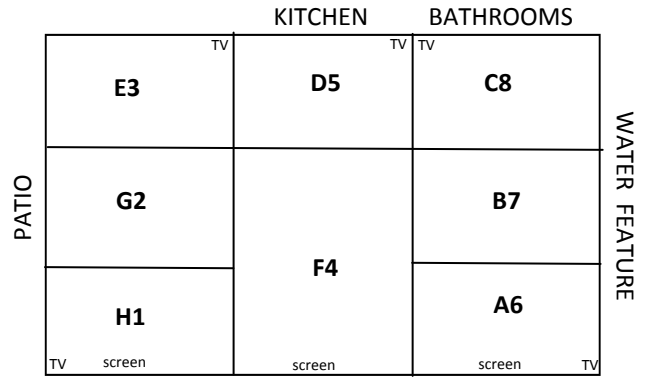
#OF TABLES: ROUND _____

RECTANGULAR _____

OF CHAIRS: _____

A/V NEEDS: _____

PLEASE SHOW PLACEMENT OF TABLES & CHAIRS



Office Use Only

Completed by _____ **Date** _____