

Our Lady Of Victory Parish and School Facilities Request Form



Name of the Event/Organization: _____

Contact Person: _____

Telephone #: _____

Email : _____

Complete the information below. Please list all start/end dates and times of the event.

Is the event reoccurring ____ Yes ____ NO

Will an OLV staff Member be present to open/close the Facility? ____ Yes ____ No If Yes, Who _____

| | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Date: | | | | | | | | | | | | |
| Day: | | | | | | | | | | | | |
| Set-Up Time: | | | | | | | | | | | | |
| Start Time: | | | | | | | | | | | | |
| End Time: | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Number of People Attending: _____

Circle the Rooms needed:

| Parish | School |
|-------------------------|-----------------------|
| Church | Art Room |
| Annex | Teacher Lounge |
| Atrium | Cafeteria |
| Fr. Ernie Ctr/Kitchen | Computer Lab |
| Katherine McAuley/Music | Gymnasium |
| Kateri-Chapel | Gym Hallway |
| Martha /Mary Room | Half Gym |
| Neumann Room | Media Center |
| Parish Parking Lot | Lower Level Equip. Rm |
| Solanus Casey | Prayer Room/Chapel |
| St. Anne | School Parking lot |
| St. Ceceilia | School Porch |
| St. John XXIII | Consignment Shop |
| Other | Other |

Room Requirements:

(Indicate Quantity*)

| | |
|-----------------------|--|
| Chairs | |
| Round Tables | |
| Rectangular Tables | |
| Wooden Crates | |
| Easel | |
| Portable Clothes Rack | |
| | |
| | |

Audio/Visual Requirements:

(Check items needed)

| | |
|----------------------|--|
| Bringing own equipt. | |
| Cart | |
| DVD Player | |
| ELMO | |
| Laptop | |
| Microphone | |
| Montor | |
| Overhead Projector | |
| Podium | |
| Screen | |
| Speakers | |

Note: Special classroom set-ups will require you to **Attach** the layout on the **Room set-up Form**.

Office Use Only

Maintenance Notes: _____

Any questions please call or email Ellen O'Neil- Monday - Friday 8:30 AM to 4:30 PM at eoneil@olvnorthville.net or (248)349-2621 ext. 2256

Date Submitted: _____

Entered _____