

Our Lady Of Victory Parish and School Facilities Request Form



Name of the Event/Organization: _____

Contact Person: _____

Name: _____

Address: _____

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: _____

Check the areas needed:

Church		School	
Annex		Gymnasium	
Atrium		Cafeteria	
Fr. Ernie Ctr		Library	
Fr. Ernie Kitchen		Art Room	
Parking Lot		Victory Hall	
		Parking Lot	

Room Requirements:

(Indicate Quantity*)

Chairs	
Round Tables	
Rectangular Tables	

* Only if you are **NOT** using the standard room set-up.

Equipment Requirements:

(Indicate Quantity)

DVD Player	
Overhead Projector	
Microphone	
Podium	
Flip Chart	
Markers	
Other	

* Indicate the number of classrooms needed

Parish Rooms: _____ Church _____ Annex _____ Atrium _____ Fr. Ernie Ctr/Kitchen _____ St. John XIII _____ Catherine McAuley _____ Christ the Good Shepherd _____ Solanus Casey _____ St. Anne/Sewing _____ St. Cecilia/Music _____ Neumann Room _____ Parish Parking Lot _____ Other(Specify)

School Rooms: _____ Gymnasium _____ Half Gymnasium 1 _____ Half Gymnasium 2 _____ Gym Hallway _____ Library _____ Art Room _____ Cafeteria _____ Cabrini Room _____ Victory Hall _____ Computer Lab _____ Prayer Room _____ Lower level Equip Room _____ Other(Specify)

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

Maintenance Notes:

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

Date Submitted: _____

Entered into DynaCal _____