

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
Fr. Ernie Kitchen	Gymnasium
Parish Parking Lot	Gym Hallway
Catherine McAuley	Half Gym
Christ the Good Shepherd	Library
Neumann Room	Lower Level Equip. Room
Solanus Casey	Prayer Room
St. Anne/Sewing	School Parking lot
St. Cecilia/Music	Victory Hall
St. John XXIII	Other

Room Requirements:

(Indicate Quantity*)

Chairs	
Round Tables	
Rectangular Tables	

Audio/Visual Requirements:

(Check items needed)

DVD Player	
Overhead Projector	
Microphone	
Podium	
Laptop	
Bringing own equipment	
ELMO	
Other	

Authorized By: _____

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 eoel@olvnorthville.net or (248)349-2621 ext. 2256

Date Submitted: _____

Entered into DynaCal _____