

## CUSTODIAL REQUEST FORM

(To be submitted to custodian's box in the church office at least one week prior to event)

Organization/Committee \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_  
(to whom questions can be addressed)

Event \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Room Use \_\_\_\_\_  
(Identify all rooms being used for this event)

**Custodial Needs/Requests: Please be specific as to what services you need the custodian to provide for this event – i.e. openings/closings, set-ups (tables and chairs, portable sound system, special equipment) turning on the hot water tank for the dishwasher, adjusting heating or cooling controls. Please indicate where set-ups are to be located (what room?) and how you want them arranged.**

Set-ups and room(s) need to be ready by \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

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