TAY BUILDING USAGE REQUEST

Work requests should be submitted at least two weeks prior to the event with full payment.
Fees do NOT apply to Brotherhood, Sisterhood, School and MANTY.

Date of Event: __________ Name of Event _______________ Start Time: ___ End Time: _____

Location of Event: Social Hall ___ Sanctuary ___ School ___ Other _______ Number of Guests _______

Name of Caterer ___________________ Phone __________________

Your Name ___________________________ Phone Number __________

Your E-mail ____________________________

PLEASE NOTE MAXIMUM PEOPLE ALLOWED IN SOCIAL HALL IS 150
a. Please check ALL duties for which custodial services are requested.

   Event Set Up
   ___ Set up of Tables / Number of tables ___
   ___ Set up of buffet/food/drink Tables ___
   ___ Include set up for Coffee ___ Tea ___ Water ___ Lemonade ___ Iced Tea ___
   ___ Using Paper tablecloths (free) ___ Using real tablecloths ($9 per cloth) ___
   ___ Using paper goods (describe which sizes) ___
   ___ Using real dishes (describe which sizes) ___
   ___ Using plastic silverware ___ Using real silverware ___
   ___ Lobby set up (describe here) ___

   Food Prep/Clean up
   ___ Defrosting food (describe food) ___
   ___ Heating up food in oven ___ in stove ___ (Describe food) ___
   ___ Cleanup of function area, kitchen and washing dishes ___
   ___ Volunteers will assist with: setup ___ food prep ___ food heating ___ clean up ___

   A/V Set up (describe below)
   ________________________________________________________________________

   Stage Set up (describe below)
   ________________________________________________________________________

   Sanctuary Set up (describe below)
   ________________________________________________________________________

   Fee Schedule. Fees must be received with this completed form two weeks in advance.
   Sanctuary $100 ___ SFY $100 ___ Social Hall 12-5pm ($400) ___ Social Hall 5-11pm ($500) ___
   It is your responsibility if you are using a Caterer to provide an insurance statement to the office
   30 days in advance of your event. Please complete all areas & include payment with this form
   in advance for your event. Thank you.

Approved by Administrator _______________