

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 _____

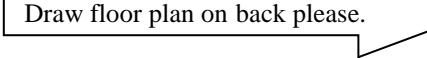
Your Name _____ Phone Number _____

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) _____
- ___ Please draw your floor plan on the back of this form

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 _____