

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
Martha/Mary	Half Gym
Neumann Room	Library
Solanus Casey	Lower Level Equip. Room
St. Anne/Sewing	Prayer Room
St. Cecilia/Music	School Parking lot
St. John XXIII	Victory Hall
Other	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 _____