

CUSTODIAL SET-UP FORM

Please indicate below what type of set-up you require for your activity/event. Include equipment needed (tables, number of chairs, podium, mic, TV/DVD, LCD with screen, etc.), and if necessary, describe how you would like the room arranged.

Return this completed form along with the Application for Use of Facilities to the Facilities Manager.

<u>Activity/Event:</u>
<u>Date(s) of Activity/Event:</u>
<u>Facility/Room(s) requested:</u>
<u>Name of Adult in Charge:</u>
<u>Adult's Home Phone: ()</u> <u>Work: ()</u> <u>Cell: ()</u>

Please note: Should facility applicant have the need to cancel a scheduled event, facility manager must have 24 hour notice otherwise applicant will be charged, at minimum, a two hour custodial fee plus any additional charges incurred related to the scheduled event. **Phone number for cancellation purposes only: 440-781-5997**

Describe Detailed Set-Up in this Area
