

>>> cc: Sextons  
Chad Barrett

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**MAINTENANCE / SERVICE REQUEST**

*First Presbyterian Church*

DATE SUBMITTED: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ to \_\_\_\_\_

**NATURE OF REQUEST** (please check below):

• MAINTENANCE – Location: \_\_\_\_\_

_____ Supplies	_____ Equipment
_____ Repairs	_____ Cleaning
_____ Van	_____ Other

• SERVICE – Room # or building to be used \_\_\_\_\_

\_\_\_\_\_ Equipment  
\_\_\_\_\_ Room arrangement (include diagram below)

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