

Westminster Presbyterian Church
Custodial Set-Up Form

Date of Request: _____ **Please note request should be made at least one week prior to usage**

Person or Group Making the Request: _____

Date Needed: _____

Location of Set-up: _____

Description of Set-up: _____

Draw Diagram on Back (if necessary)

Return Completed Form to the Administrative Assistant

March 2023

Westminster Presbyterian Church
Maintenance Request Form

Date: _____

Location or Item Needing Maintenance: _____

Description of Needed Maintenance: _____

Return Completed Form to the Administrative Assistant

March 2023