

MAINTENANCE REQUEST FORM

Please turn form in to Jake Champlin, Maintenance Supervisor, if possible, a week in advance. maintenance@saintaidanlivonia.org 734.884.5074

The Maintenance team works mainly on weekdays. While maintenance will do its best to support, if your event is in the evening or on the weekend, please be aware that your set up may require an alternative team to set up. This would be the case if another event occurs in the same space before yours after Maintenance Hours.

Set up for private catered events should be coordinated with the caterer/hall manager. In case of Parish events where the caterer is used, the organizer should have a conversation with both the caterer and maintenance supervisor to coordinate the effort. ClassicCatering@yahoo.com Cell 586.596.7002

REQUESTED BY: _____ Contact #() _____

Today's Date: ____/____/____ Date & Time Needed: _____

Details...Include Diagram for Room Set Up:
