



Wauwatosa Presbyterian Church
CUSTODIAN SET UP REQUEST FORM

DAY _____ DATE _____ TIME _____

EVENT NAME _____

AREA(S) TO BE USED _____

REQUESTED BY _____ DATE _____

REQUESTER PHONE _____ EMAIL _____

USE OF KITCHEN/FOOD SERVICE Yes No

INSTRUCTIONS/DIAGRAM FOR SET UP

Use space below. Please include number of chairs, number of tables, and table sizes.

Return completed form with Building Use Request Form to Office Manager.