



ST. ELIZABETH ANN SETON CHURCH
Tables and Chairs
Set Up & Tear Down Request Form

Today's Date _____

Name of Event _____

Date of Event _____ Time of Event _____

Contact Person _____ Phone Number _____

Set Up Done By (Date & Time) _____

Earliest Take Down Can be Done (Date & Time) _____

_____ Check if a diagram of set up is attached (use set up charts provided)

Special Needs or Comments _____

Tables Available

18-5' Round

20-8' X 3' Rectangular

4-8' X 2'6" Rectangular

4-5' X 2'6" Rectangular

2-6' X 2'6" Rectangular

Chairs Available

625-Cushion folding chairs (church)

90-Cushion folding chairs (chair storage cabinet)

140-Brown folding chairs (storage room)

24-Folding desk chairs (storage room)

Contact Pam Feltes, Volunteer Coordinator, at plfeltes1@mchsi.com or 393-4943 with any questions.

ST. ELIZABETH ANN SETON CHURCH

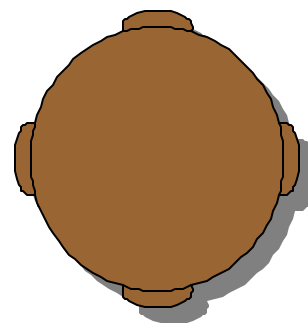
Responsibilities of Facilities User

◆ Moveable partitions (walls):

- ◆ **Training is required** prior to moving the partitions.
- ◆ Contact Neale LeMense at 393-1286 to schedule 20 minute training

◆ Table handling:

- ◆ Tables must be handled by **TWO PERSONS**.
- ◆ Lift tables to move. **DO NOT DRAG**.
- ◆ Load round tables onto carts (top facing top, to prevent damage).
- ◆ Move table carts into southeast utility storage room.
- ◆ Use care when folding legs on tables (**WATCH FOR PINCHED FINGERS**).
- ◆ Stand 8 foot tables upright in storage room.
- ◆ Fold cafeteria tables upright and move to northwest corner of Social Hall.



◆ Chairs:

- ◆ Place padded chairs, all in same direction, upright in separate chair rack.
- ◆ Place metal chairs, all in same direction, upright in separate chair rack.
- ◆ Move chair racks into southeast utility storage room.

◆ Kitchen:

- ◆ Wash, dry and put away any dishes, pitchers, etc. you have used.
- ◆ Take home and launder any dish towels used; return the following day.

◆ Garbage and Recycling:

- ◆ Sort cans and plastic bottles and place in recycle tubs in northeast utility room.
- ◆ Flatten corrugated cardboard box and place in recycle pile in northeast utility room.
- ◆ Empty trash cans from any restrooms used.
- ◆ Tie trash bags closed and take to dumpster in parking lot.
- ◆ Replace 50 gal. liners (clear) in yellow trash cans and 13 gal. liners (white) in waste baskets (liners are located on lower cabinet shelf of northeast utility room).

◆ Floors:

- ◆ Vacuum any carpeted floors used.
- ◆ Dry mop terrazzo, tiled, or cement floors.
- ◆ Dry mops are located in northeast utility room.
- ◆ Take dry mops outdoors, away from building, and shake out.
- ◆ Wet mop any food or drink spills (wet mops are located in Cry Room closet and utility room near Classroom A).
- ◆ Use ½ pump of LOC soap to bucket of warm water.
- ◆ Rinse mops well with clear water before hanging above mop sink.

◆ Rest rooms:

- ◆ Check and flush toilets and urinals as necessary.
- ◆ Clean showers with spray disinfectant, and wipe down, if used.

◆ Miscellaneous:

- ◆ **DO NOT USE TACKS, NAILS, OR MASKING TAPE ON WALLS. USE PROVIDED BLUE TAPE!**
- ◆ **Turn off all lights**, and **lock all exterior doors** before leaving.
- ◆ Please report any damage or malfunctions to Neale LeMense (393-1286).

