



Ascension Catholic Church

Space Request

Today's Date: _____

Event Information

Event Name _____

Event Day & Date _____

Person Submitting Request _____

Email Address _____

Phone _____

Mobile _____

Number of People _____

Set Up Time	Start Time	End Time	Lockup Time

School

- Gym & Kitchen
 Pine Room & Kitchen
 Library
 Classroom

Parish Center

- Dining Room & Kitchen
 Chapel (max 20ppl)
 Rm 215 (max 12ppl)
 Rm 209 (max 8ppl)
- Rm 207 (max 5ppl)
 Lower Level
 Backyard

Other Location

- Church
 Parish Green/Playground
 Courtyard
 Other

Special Needs

- Lift
 Screen
 Projector
 Microphone
- TV
 DVD/VCR
 Use of Ascension Equipment

Description of Activity _____

Name of Person in charge of setup & keys _____

Mobile # _____

Email address _____

Home # _____

Staff Member

Do you know how to enter and work the doors, lights, mikes, coffee pots in the room you are requesting?
 Do you know how to keep the PR and Gym doors open?
 Please contact the Parish Center for assistance.

For Office Use

Approved

Rejected

Comments/Questions

Staff Signature

Date