

Ascension Space Request Form

Today's Date _____

Event _____ **Event Day & Date** _____

Parish Organization _____ Outside Organization _____

Person submitting request _____ Daytime phone _____

Cell _____ E-mail _____

Set-up time _____ **Time of event from** _____ **to** _____ **Lock-up time** _____

Space requested for ____ **number of people:**

SCHOOL: Gym & Kitchen Pine Room & Kitchen Library

PARISH CENTER: Dining Room & Kitchen Chapel (up to 20 people)

215 (up to 12 people) 209 (6 – 8 people) 207 (2 – 7 people)

Lower Level Backyard

OTHER LOCATION: Church Community Green Other _____

Special needs: Lift Screen Projector Microphone Television DVD/VCR

Special room set-up (attach work order) Special clean-up (attach work order)

Pre-event delivery Time Outside caterer Rentals from outside agency

Use of Ascension property: (specify) _____

Please note: If you need a computer for a presentation, you must provide the computer yourself.

Description of activity _____

Person in charge of set-up/keys _____ Day time # _____

E-mail _____ Cell _____

Staff member associated with organization or event _____ ext. _____

Date of acceptance _____