



CHURCH OF THE ASCENSION

Space/Room Reservation and Door Access Request

Please allow 48 hours to process your request

****All Requests are Tentative Pending Staff /Ministry Leader Approval****

Email request to ascensionchurch@kascension.org or drop off at Church office

Name: _____ Current Date: _____

Email: _____ Phone: _____

Organization: _____ Event: _____

Event Date(s) Requested: _____

Access Time: _____ Exit Time: _____

Event Time: _____ Reoccurring: #Events: _____ Weekly/Monthly

Adults Attending: _____ # Children Attending: _____ Food/Drink Served: Y/N

Space or room(s) requested (check all that apply) mark 1st choice and 2nd choice:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Parish Hall A |
| <input type="checkbox"/> St. Monica Room (Cry Room) | <input type="checkbox"/> Parish Hall B |
| <input type="checkbox"/> St. Martha Room (Brides Room) | <input type="checkbox"/> Parking Lot East |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Football/Soccer Field A | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Football/Soccer Field B | <input type="checkbox"/> St. John Room |
| <input type="checkbox"/> Gathering Area | <input type="checkbox"/> St. Luke Room |
| <input type="checkbox"/> Gym A | <input type="checkbox"/> St. Mark Room |
| <input type="checkbox"/> Gym B | <input type="checkbox"/> St. Matthew Room |
| <input type="checkbox"/> Hall Annex | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Bulletin board with table |
| <input type="checkbox"/> Library | <input type="checkbox"/> Gathering Table (left) |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Gathering Table (right) |

Door access needs (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Adult Education Door | <input type="checkbox"/> Parish Hall Door by Bathroom |
| <input type="checkbox"/> Adoration Hall Door | <input type="checkbox"/> Glass Doors by Nursery |
| <input type="checkbox"/> Exterior Adoration Door | <input type="checkbox"/> Exterior & Interior Kitchen Door |

Technical needs

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Microphone/Sound System |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Projector |

Staff/Ministry Leader Approval: _____ Date: _____

Scheduled by: _____ Date: _____