



# CHURCH OF THE ASCENSION

9510 West 127th Street, Suite 100 Overland Park, Kansas 66213 913-681-3348 Fax 913-681-3517

## Space/Room Reservation and Door Access Request

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

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      |
| <input type="checkbox"/> Conference Room               | <input type="checkbox"/> Playground       |
| <input type="checkbox"/> Gathering Area                | <input type="checkbox"/> St. John Room    |
| <input type="checkbox"/> Gym                           | <input type="checkbox"/> St. Luke Room    |
| <input type="checkbox"/> Hall Annex                    | <input type="checkbox"/> St. Mark Room    |
| <input type="checkbox"/> Kitchen                       | <input type="checkbox"/> St. Matthew Room |
| <input type="checkbox"/> Media Center                  | <input type="checkbox"/> Youth Room       |
| <input type="checkbox"/> Nursery                       |   |

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 Kitchen Door        |
|  | <input type="checkbox"/> Interior Kitchen Door        |

Staff/Ministry Leader Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_