

CALENDAR/FACILITY REQUEST FORM

Date: _____

Time: _____ to _____

Group/Function _____

Contact Person: _____

Phone # _____

Email Address _____

Set up Time _____

Number attending: _____

Which rooms will you be using? _____

Will you need church equipment (i.e. chairs, tables, etc.)?

Do you need custodial services?

NOTES:

Non-parish groups must have their own Liability Insurance and use our Onsite Manager.

The parish hall and kitchen may be used for the preparation and serving of food. This includes the refrigerator, the stove, and both the conventional oven and convection oven. The Church of the Ascension DOES NOT provide serving equipment for receptions. You MUST provide table cloths, silverware, plates, glasses, serving dishes, punch bowls, coffee makers, napkins, decorations, etc.