

Building Use/Calendar Update Form

Please wait for confirmation prior to advertising your event. If you wish to advertise this event in the bulletin or newsletter, please send the announcement to secretary@ascensionlutheran.com.

The announcement will appear after the event has been confirmed

Event Title/ Description

Category? (Please circle)

ALCW Children & Youth Community Empty Nesters

Fellowship Music Worship Other _____

Date _____

Time _____

Recurring Event? _____ Yes _____ No Please check below

Every 1st 2nd 3rd 4th 5th Last _____
Day of Week

Starting Date _____ Ending Date _____

Room Requested

Sanctuary _____ Blaar Hall _____ Kitchen _____ Sunday School Rooms _____

Parking Lot _____ Fireside Room _____ Office _____ Nursery _____

Contact Information:

Name _____

Phone _____

Email _____

Date _____

Changes:

Please let us know two weeks in advance if you will need walls moved. After using our facility, please put tables back where they were found, wipe the tables and sinks, empty trash if needed, and generally leave the room as you would like to find it if you are the next user.

If we need to hire our custodial company to come in and clean after your event, there may be a charge.

September 2014