



# Our Lady of the Assumption Catholic Church

## Space User Agreement: Parish Office Conference Room (Page 1 of 1)

The isdocument must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church. **The agreement must be signed and returned** to Jim Schweizer (jschweizer@olachurch.org) and Jon Mangiaracina (jmangiaracina@olachurch.org) at the parish office no later than TWO WEEKS prior to the date of the event. Late submissions cannot be accepted. **Originals or PDFs only, no photos.**

---

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Ministry: \_\_\_\_\_

Phone: \_\_\_\_\_ Ministry  
Email: \_\_\_\_\_

---

Set-up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Event Start/End Time: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_

Fequency of Meeting: One Time \_\_\_ Recurring \_\_\_ If recurring, list start date: \_\_\_\_\_

---

### SPACE SPECIFICS

Capacity: 8-10 People.

Set-Up: Conference Table Only

AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port with you.

Parking: Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.

---

### Please initial each item acknowledging the following:

\_\_\_\_\_ No guns or weapons of any kind are permitted.

\_\_\_\_\_ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility.

\_\_\_\_\_ No tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.

\_\_\_\_\_ No running is allowed in any meeting space, except the gym.

\_\_\_\_\_ No permanent markers or glitter will be used.

\_\_\_\_\_ Trash, if any, will be emptied to the dumpster.

\_\_\_\_\_ Table will be wiped down/cleaned at end of event.

\_\_\_\_\_ All food/beverages will be removed from the premises.

\_\_\_\_\_ All requirements of this Check List will be adhered to, and the space will be left in the same – or better – condition than prior to the event.

---

Ministry Leader Signature

Date

*Thank you for adhering to these policies!  
Working together, we can keep our parish and schools in good shape, sparkling clean,  
and ready for the next group who will use the facilities!*