



# Our Lady of the Assumption Catholic Church

## Space User Agreement: Upper Room (Page 1 of 3)

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

Page 2 of this agreement includes the required **Meeting Space Checklist Agreement**. OLA Facilities personnel will assist with set-up/break-down as they are available. Due to the busy schedule on campus, OLA staff may not be available for set-up/break-down. Please plan to have volunteers provide set-up/break-down when possible.

On page 3 of this agreement create a diagram of the **requested set-up**. Please note that set-up

**The agreement and diagram 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.**

### SPACE SPECIFICS

#### Theater/Assembly Style Seating

Capacity: 30 people  
Set-up: Rows of chairs, Podium, Microphone  
AV: Monitor with HDMI port. Bring your own laptop with HDMI port.  
Special Notice: Do not prop open exterior doors.

#### Dinner/Events with Tables

Capacity: 24 people  
Set-up: 60" x 18" rectangular tables with chairs  
AV: Monitor with HDMI cable. Bring your own laptop with HDMI port.

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: \_\_\_\_\_

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



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### Meeting Space Checklist

Initial each item acknowledging space rules.

- \_\_\_\_\_ No guns or weapons of any type are permitted.
- \_\_\_\_\_ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) one month prior to the event. (\$70/hr. 3 hour minimum Subject to change.)
- \_\_\_\_\_ If children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. Children will NOT be allowed on the playground or turf field.
- \_\_\_\_\_ Adult to youth ratio:
  - o 18 - 36 months: 2 adults to 12 children
  - o 3 - 4 years: 2 adults to 12 children
  - o 5 - 10 years: 2 adults to 16 children
  - o Junior High School: 2 adults to 16 youth
  - o High School: 2 adults to 20 youth
- \_\_\_\_\_ Running will NOT be permitted.
- \_\_\_\_\_ No helium balloons will be used.
- \_\_\_\_\_ No candles will be used.
- \_\_\_\_\_ No glitter will be used.
- \_\_\_\_\_ No tape, glue, or other adhesives will be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.
- \_\_\_\_\_ No permanent markers will be used.
- \_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.
- \_\_\_\_\_ If food and beverage are served, tables will be wiped down. Chairs will also be wiped down as needed.
- \_\_\_\_\_ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager. Tables go in table room past girls bathroom. Chairs to be stacked in carts (be sure they all face the same direction).
- \_\_\_\_\_ Trash, if any, will be emptied in the mini-dumpster outside the kitchen.
- \_\_\_\_\_ The floor will be vacuumed if needed.
- \_\_\_\_\_ Replace any outlet covers that were removed during the event. Notify facilities if any are missing.
- \_\_\_\_\_ Bathrooms will be checked to ensure they are in good condition.
- \_\_\_\_\_ If the kitchen is used, it will be cleaned up. That includes wiping down countertops and cleaning any dishes.
- \_\_\_\_\_ Dishes, containers, and utensils will be cleaned, dried, and returned to the pantry where they were found.
- \_\_\_\_\_ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator. It will be thrown away.)
- \_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at [jschweizer@olachurch.org](mailto:jschweizer@olachurch.org) will be contacted to submit an *Archdiocesan Accident/Injury Report* immediately following the incident.
- \_\_\_\_\_ In the event of damages, a note will be left in the Murray Center and Jim Schweizer, Business Manager ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)), and Mandy Crock, OLA School Principal ([mcrock@olaschool.org](mailto:mcrock@olaschool.org)) will be notified immediately.

\_\_\_\_\_

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!*



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## Set Up Request

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

Ministry Name: \_\_\_\_\_

Leader: \_\_\_\_\_ Contact Info: \_\_\_\_\_

\_\_\_\_\_ Initial Here if set-up assistance is requested. (I acknowledge that facilities staff is not always available for set-up.)

\_\_\_\_\_ Initial Here if set-up assistance is NOT requested.

