



Our Lady of the Assumption Catholic Church

Space User Agreement: Chanel Center

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This document 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: _____

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

SPACE SPECIFICS

Capacity: 36 People.

Set-Up: 6 tables that seat 6 persons

Special Notices: No alcohol is permitted. No guns or weapons of any kind permitted.
Do not prop open exterior doors.
Do not allow access to the school areas outside of the Chanel Center.
Do not move tables.
Do not touch the document camera near the smart board.

Please initial each item acknowledging the following:

_____ No guns or weapons of any kind are permitted

_____ Alcohol is not permitted.

_____ The document camera (near white board) will not be touched.

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

_____ 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

_____ 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.

_____ Tables 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!