

Ministry Leaders **Handbook**



Our Lady of the Assumption Catholic Church

olachurch.org
olachurch.org/ministry-leaders

2025/2026

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Letter from Our Pastor

Dear Ministry Leaders,

As I begin my role as pastor here at Our Lady of the Assumption Catholic Church, I want to take this opportunity to thank you for the vital role you play in the life of this parish. In the short time I have been here, I have observed how active a community this is, offering so many opportunities for parishioners to get involved and grow as disciples of the Lord Jesus. This is a testament to your leadership and to your love of this faith community.

As we begin a new chapter in the life of this parish, I am happy to provide you with this revised and updated *Ministry Leaders Handbook*. This handbook contains important policies, procedures and other useful information that will assist you in leading your ministry and organizing your activities. I encourage you to review it carefully and refer to it often.

Together with our dedicated parish staff, I am committed to supporting your efforts on behalf of our parishioners and the wider Brookhaven community. Please let us know how we can assist you.

May our Blessed Mother assist you in all you do and lead you closer to her divine Son.

Sincerely in Christ,



Fr. Daniel P. Ketter, JCL
Pastor



Parish Clergy & Staff

PRIESTS

Fr. Dan Ketter, *Pastor*
dketter@olachurch.org

Msgr. Richard Lopez, *In Residence*

Fr. Nick Le, *Parochial Vicar*
nle@olachurch.org

Fr. Robbie Cotta, *In Residence*

DEACONS

Deacon Antonius Anugerah
deaconantonius2008@gmail.com

Deacon Terry Biglow
terry.biglow@cdhpartners.com

Deacon Bill Kester
bkester@olachurch.org

Deacon Mat Mathews
mmathews@olachurch.org

Deacon Ed Patterson
epatterson@olachurch.org

PARISH STAFF

Karen Kotara, *Pastor's Secretary*
Ext. 128, kkotara@olachurch.org

Mandy Crock, *Principal of OLA School*
office@olaschool.org

Kathleen Jackowski, *Director of Preschool*
Ext. 112, kjackowski@olachurch.org

Nick Ables, *Director of Youth Ministry*
Ext. 113, nables@olachurch.org

Karina Bryant, *Sacramental Records & Administrative Assistant*, Ext. 122,
kbryant@olachurch.org

Martin Hernandez, *Facilities Assistant*
mhernandez@olachurch.org

Laura Kleinman, *Sunday Nursery*
nursery@olachurch.org

Enrique Lopez, *Latino Comm. Coordinator*
comunidadlatina@olachurch.org

Jon Mangiaracina, *Director of Facilities*
jmangiaracina@olachurch.org

Jake Mappes, *Director of Music & Liturgy*
jmappes@olachurch.org

Elizabeth Piper, *Director of Faith Formation*
Ext. 126, epiper@olachurch.org

Jim Schweizer, *Business Manager*
Ext. 130, jschweizer@olachurch.org

Anne Stephens, *Director of Communications*
Ext. 172, astephens@olachurch.org

Dick Sweeley, *Security*

Parish Information

IMPORTANT ADDRESSES

Parish Office: 1406 Hearst Drive NE, Brookhaven, GA 30319

Church/Upper Room/Choir Room/Moylan Hall: 1350 Hearst Drive NE

OLA Preschool: 1350 Hearst Drive NE

OLA School/Marist Hall/Murray Center/Turf Field: 1320 Hearst Drive NE

PARISH OFFICE PHONE

404-261-7181

HOURS AND CLOSINGS

The Parish Office is open Monday through Friday, 8am-4pm.

The Parish Office is closed on all Holy Days of Obligation, Christmas break, Holy Thursday through Easter Monday, and on all National Holidays.

The Daily Chapel is open Monday – Friday from 8am – 3:30pm each day for private prayer. There is no daily access to the main church except during liturgies.

Meeting Rooms are available for booking daily from 7am – 9:30pm.

Campus Map



Ministry

Email Addresses

To better serve our parish community and improve communication, all parish ministries are to have an official OLA parish email address. Using parish emails helps ensure smooth transitions between ministry leaders, protects personal contact information, and allows our parish community to easily reach the right ministry. Email addresses are provided through the Communications Department.

All ministry communications are to be sent using the official parish email address. This is important for a number of reasons:

- Consistency and Continuity: Ministry leadership changes over time. Using a parish email ensures communication continues smoothly without needing to update contact information each time a leader changes.
- Professionalism and Trust: Emails coming from a parish address help parishioners and outside contacts recognize the message as official parish communication, which builds trust and avoids confusion or concerns about scams.
- Security and Privacy: Parish-managed accounts are more secure and reduce the risk of exposing personal contact details or sensitive information. They also help protect against phishing and other cyber threats.
- Archiving and Accountability: Parish accounts allow staff to archive important communications and ensure transparency in ministry activities. This is especially important for safeguarding and record-keeping.

Ministry

Membership

Ministry Membership Lists

All parish ministries are required to submit an updated Ministry Contact List using the official parish form. Completed lists will be requested by the parish office in early Winter to assist the parish in verifying members' eligibility for active parishioner status.

Forms will be provided via the parish ministry email list.

Ministries are asked to keep their lists current throughout the year and promptly provide any updates to the parish office. Forms are available at www.olachurch.org/ministry-leaders.

Sample Membership List

Ministry

Membership List: July 2025 - June 2026

Ministry Name

Last Name	Maiden Name (if name primarily used)	First Name	Email	Role	Date Joined	Approximate number of hours served in this calendar year to date.

Active Parishioner Status

For Catholic School Parish Verifications

The Archdiocese of Atlanta requires that all families submit a Parish Verification form to their Catholic School to verify that the family is registered and active in the parish.

The Archdiocese defines “active parishioners” as:

- Those who have been registered in this or another parish for at least six (6) months,
- Attend Mass on Sundays and on Holy Days of Obligation,
- Contribute financially (in a trackable way) to support the parish and the Archbishop’s Annual Appeal,
- And contribute time and talent by participating in at least one ministry in the parish.

At OLA we will apply these requirements in the following manner with regard to Time and Talent:

Adults in the household must be actively participating in at least one parish ministry with at least 20 hours of service per year. While we encourage our youth to be involved in the parish, their involvement does not count toward active parishioner status, nor do donations to various drives throughout the year or attending events or meetings.

It is up to you, the ministry leader, to determine what qualifies as active status in your ministry. (Example: Making a one-time/occasional donation to an event is appreciated, however, it is not sufficient for being considered active with regard to active parishioner status.)

Please share OLA’s Parish Verification Policy with your ministry members. It can be found at www.olachurch.org/parish-verification.

Volunteers and Safe Environment

If you have any questions with regard to the requirements/policies below, contact Jim Schweizer, Business Manager, at jschweizer@olachurch.org.

Safe Environment/Volunteer Requirements

Ministry leaders are responsible for ensuring that their volunteers complete the following steps before allowing them to volunteer – especially with children and other vulnerable individuals.

ALL adults who volunteer with children (those under the age of 18) or vulnerable adults at OLA must complete the following PRIOR to volunteering at OLA:

1. Complete the *Volunteer Application and Acknowledgement of the Safe Environment Standards of Conduct* and turn completed paperwork in to Jim Schweizer, Business Manager, at jschweizer@olachurch.org. **Forms can be found at Appendices 1 and 2.**

To download these forms go to www.olachurch.org/ministry-leaders.

2. Complete the Sterling Background Check once the invitation has been received from Sterling. *Please note that it will come from at “noreply@sterling.com” email address.*

3. Sign-up for and complete a VIRTUS Training Class by following the instructions below.
 - Go to www.virtus.org to register and sign up for a VIRTUS training class.
 - Once Virtus Training is complete, the certificate of completion must be turned in to Jim Schweizer.

No one is permitted to volunteer with children or other vulnerable persons until this process has been completed.

Volunteering Minors

ALL minors who volunteer with children or vulnerable adults at OLA must complete the following paperwork: *Volunteer Application for Minors* and *School Reference Form for Minors*.

Paperwork must be turned in to Jim Schweizer at jschweizer@olachurch.org **PRIOR to volunteering at OLA.**

Volunteer Paperwork for Minors with instructions can be found in Appendices 3 and 4.

Volunteering Minors do NOT attend VIRTUS training.

Adult to Youth Ratio

No adult should ever be alone with a child or group of children.

The Archdiocese of Atlanta recommends the following ratio of adults to youth at all meetings and events:

- 18 – 36 months: 2 adults to 12 children
- 3-4 years: 2 adults to 12 children
- 5 – 10 Years: 2 adults to 16 children
- Junior High School: 2 adults to 16 youth
- High School: 2 adults to 20 youth

Medical Release for Minors

The Archdiocese of Atlanta requires that an Annual Medical Release be filled out for every minor who is involved in a ministry at the parish. The medical form allows adult leaders of OLA to obtain medical aid in case of injury during a ministry meeting or outing. It also provides emergency contact numbers. This form is only good for one year.

Leaders keep the original in case of an emergency. You should have them with you whenever you are with the youth. Copies are to be emailed to Jim Schweizer at jschweizer@olachurch.org.

The Annual Medical Release for Minors can be found at Appendix 5A & 5B .

Permission to Contact Youth (6th – 12th Grades)

The Archdiocese of Atlanta requires that permission to contact youth (6th – 12th graders, not younger children) be in writing. This form gives a ministry leader permission to contact youth within that ministry via text, email, and/or social media. Parents will always be provided with the same communications as their child(ren), but it may be transmitted via a separate technology.

The Permission to Contact Youth Form can be found at Appendix 6.

Volunteer and Employee Driver Information

The Archdiocese of Atlanta requires that any driver on church business who is driving others must adhere to the requirements listed in the Employee/Volunteer Driver Requirements Checklist. The checklist must be turned in to Jim Schweizer at jschweizer@olachurch.org, prior to driving on parish business. Original forms are required; electronic copies will not be accepted.

Detailed Employee/Volunteer Driver information can be found at [Appendix 7A–7E](#).

Leadership Succession

Part of being an effective leader is spotting leaders in your ministry and planning for your retirement. When you begin thinking of stepping down it is important that you be on the lookout for a replacement.

Contact Anne Stephens, Director of Communications, at astephens@olachurch.org when you are making plans to hand your ministry over to new leadership. Final approval will remain with the pastor.

Recognitions And Fundraisers

Fundraisers

If you wish to host a fundraiser, it must be approved by the Pastor prior to scheduling. Requests are made through Anne Stephens at astephens@olachurch.org.

Fundraising requests should be made when submitting your ministry dates in the Spring. See “Reserving Your Meeting Space/Event Space” that follows on page 11 for details.

Requesting a Recognition/Blessing at Mass

If you wish to have your ministry receive a special recognition or blessing at one of our weekend Masses, it must be approved by the Pastor prior to scheduling. Requests are made through Anne Stephens at astephens@olachurch.org.

These requests should be made when submitting your ministry dates in the Spring. Later requests will be based on availability and pastor’s approval. (See the following section for details.)

If you wish to have a member of your ministry speak briefly after Mass, that also must be approved by the pastor. See page 18 for detailed information on ‘pulpit pitches’.

Once approved, a *Schema for the Recognition/Blessing at Mass* must be turned in to Jake Mappes (jmappes@olachurch.org) at least 8 weeks prior to the Mass and requires final approval from the pastor. **The schema can be found at [Appendix 8](#).**

If you wish to hold a gathering on campus after the Mass, these must be scheduled in advance through Anne Stephens as well.

Reserving Meeting & Event Space

Reserving Your Meeting/Event Space

Contact Person

All facility scheduling is handled by Anne Stephens, Director of Communications, and must be submitted online via the parish website. The link can be found at www.olachurch.org/ministry-leaders.

Who Can Reserve Meeting/Event Space?

Only parish and schools staff and leaders of established OLA ministries can schedule meetings/events on campus.

Spring Calendar Requests

The Parish Calendar runs from July 1 to June 30 of the following year. In February a request for calendar bookings is sent to all ministry leaders for the following calendar year. A deadline in late March will be set.

The scheduling of a meeting space is on a first come-first served basis. Liturgy takes precedence over all other requests.

Requests received after the cut-off date will be reviewed **after** the calendar for the upcoming year is finalized and will be based on availability regardless of any prior usage.

Booking Confirmation

Calendar requests are not confirmed until you have received a confirmation email from Anne Stephens. This includes requests submitted in the Spring.

Holy Days of Obligation, Holy Week, and Parish Reconciliation Services

No meetings/events may be scheduled on campus during liturgies on Holy Days of Obligation (including Vigil Masses), Holy Week, Parish Reconciliation Services and more.

Required Information for Booking Space

The following information must be included for your request to be processed:

- Your Name and Name of Ministry
- Contact Information for Event (Must be staff or a ministry leader.)
- Date (s) and Time of Event/Meeting
 - Set-Up Start Time (This is the EARLIEST you may occupy space. This is also the time that the doors will be scheduled to unlock.)
 - Meeting/Event Start Time
 - Meeting/Event End Time
 - Meeting/Event Clean Up Time (This is the LATEST you may occupy the space. This is also the time that the doors will be scheduled to lock.)
 - For recurring dates you must include dates when you will not meet to ensure that the doors are not unlocked when the space is empty.
- Location/Meeting Space Request (This is subject to be changed depending on availability and group size/use.)
- Approximate number of attendees at event.

Available Meeting Space

The information below is a glimpse of the spaces available. More detailed information can be found in the *Space User Agreements and Checklists* in the Appendix of this document.

Chanel Center

See Appendix 9 for more information and Space User Agreement.

The Chanel Center is located in the school and is accessed through the main entrance.

- Capacity: 36 people
- Set-up: 6 tables that seat 6 per table
- Special Notices: No alcohol is permitted. No guns or weapons of any kind permitted.
Do not move tables.
Do not allow access into the school areas outside of the Chanel Center.
Do not prop open doors.

Marist Hall/School Cafeteria

See Appendix 10A – 10C for more information and Space User Agreement.

The Marist Hall is located in the school and is accessed through the main entrance.

Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked Marist Hall and not the Marist Hall Kitchen, do not access the Kitchen.

- Capacity: 120 People
- Set-up: Cafeteria seating
- Special Notices: No alcohol is permitted in the Marist Hall. No guns or weapons of any kind permitted.
Do not allow access into the gym, the playground/turf field, or school areas outside of Marist Hall. Make sure that doors into the school are closed.
Do not prop open doors.
School Cafeteria tables are folded and stored in Marist Hall. They cannot be removed.

Marist Hall Kitchen/School Cafeteria Kitchen

See Appendix 11A – 11B for more information and Space User Agreement.

The Marist Hall Kitchen is located in the school and is accessed through the main entrance.

Special advanced training is required to use the Marist Hall Kitchen and must be coordinated through the school.

Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked the kitchen, but not Marist Hall, do not access Marist Hall.

- No alcohol is permitted.
- No guns or weapons of any kind permitted.

Moylan Hall

See Appendix 12A – 12C for more information and Space User Agreement.

Moylan Hall is located on the upper level across from the second floor of the church.

No guns or weapons of any kind permitted.

Theater/Assembly Style Seating

Capacity:	220 people
Set-up:	Rows of chairs, Podium, Microphone
AV:	Monitor with HDMI port. Bring your own laptop with HDMI port.

Dinner/Events with Tables

Capacity:	180 people
Set-up:	R6' Round tables, 6' rectangular tables, and/or card tables, if available
AV:	Monitor with HDMI cable. Bring your own laptop with HDMI port.

Murray Center/Gym

See Appendix 13 for more information and Space User Agreement.

Capacity:	250 people
Set-up:	6' Round tables, 6' rectangular tables, and/or card tables, if available.
Special Notices:	No alcohol is permitted. No guns or weapons of any kind permitted. Access to the stage is NOT allowed unless prior authorization is obtained through the school. Floors must be swept if food or drinks are served.

Parish Office Conference Room

See Appendix 14 for more information and Space User Agreement.

The Parish Office Conference Room is located in the Parish Office at the Intersection of Lanier Drive and Hearst Drive.

Capacity:	8 people
Set-up:	Conference Table Only
AV:	Monitor with HDMI cable. Bring your own laptop with HDMI port.
Parking:	Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office or the rectory). There is a walkway from that parking lot up to the parish office.
Special Notice:	No guns or weapons of any kind permitted.

School Library

See Appendix 15 for more information and Space User Agreement.

The School Library is located in the school and is accessed through the main entrance.

Capacity:	16 People.
Set-Up:	4 tables that seat 4 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.

Turf Field

See Appendix 16A–16B for more information and Space User Agreement.

Special Notices: No set-up is provided.

No alcohol is permitted. No guns or weapons of any kind permitted.

Upper Room

See Appendix 17A – 17B for more information and Space User Agreement.

The Upper Room is located in the second floor of the church. No guns or weapons of any kind permitted.

Theater/Assembly Style Seating

Capacity: 30 people

Set-up: Rows of chairs, Podium

AV: Monitor with HDMI port. Bring your own laptop with HDMI port.

Special Note: Do not prop open exterior doors.

Classroom Table Style Seating

Capacity: 24 people

Set-up: 60" x 18" rectangular tables, and chairs

AV: Monitor with HDMI cord. Bring your own laptop with HDMI port.

Special Note: Do not prop open exterior doors.

Youth Room

See Appendix 18 for more information and Space User Agreement.

The Youth Room is located in the Parish Office at the Intersection of Lanier Drive and Hearst Drive.

Capacity: 8 people

Set-up: Couches Only. ***If you move furniture, you must put it back in its original position.***

AV: Monitor with HDMI cable. Bring your own laptop with HDMI port.

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

Special Notice: Snacks, Drinks, and Supplies in the room are NOT available for your use. These are for the Youth Ministry.

Meeting Space Usage Policies

All persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church must fill out the OLA Meeting Space User Agreement and Check List which includes a diagram of the requested set-up and specific information on certain meeting spaces.

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.

One Time Events: The agreement and diagram must be signed and returned to Jim Schweizer at jschweizer@olachurch.org, and Jon Mangiaracina, Director of Facilities, at jmangiaracina@olachurch.org no later than **TWO WEEKS** prior to the date of the event. If form is turned in late, the ministry is responsible for set-up/break-down.

Ongoing Events: If you have monthly meetings, the forms must be submitted **no later than TWO WEEKS PRIOR TO your first meeting of the year**. This will ensure that each month your meeting space will be set up correctly.

Meeting Space User Agreements and Meeting Space Check Lists can be found in Appendices 1–18.

Archdiocesan Alcohol Policy

The Archdiocese of Atlanta requires that an Events Serving Alcohol Checklist be submitted for all parish meetings/events where alcohol is served. In accordance with Archdiocesan Policy the Alcohol Policy at Our Lady of the Assumption Catholic Church is as follows:

The Archdiocesan Events Serving Alcohol Checklist must be completed for all EVENTS and MINISTRY MEETINGS where alcohol is served and must be turned into Jim Schweizer (jschweizer@olachurch.org) *THIRTY DAYS PRIOR TO THE EVENT*.

Ministry Leaders are responsible for ensuring that all items on this checklist are adhered to including, but not limited to, the following:

- Alcohol is not permitted in any school facility (Chanel Center, School, Library, Marist Hall, Murray Center, or the Turf Field).
- Food must be served at events where alcohol is consumed.
- Alcohol cannot be sold but may be provided; No “Cash Bars” are allowed.
- Alcohol is to be limited to beer and wine.
- A limit of one (1) drink per hour with a maximum of two (2) drinks per event unless the event lasts over three (3) hours.
- Serving of Alcohol must end one (1) hour prior to the end of the event.
- No BYOB (Bring Your Own Beverage) is allowed on campus at any time. This must be included in advertising for events and posted at events – especially events where BYOB was previously allowed.
- Backup Transportation must be provided in case someone drinks too much; and
- A police officer must be present when alcohol is served. (\$70/hour with a 3-hour minimum and is subject to change. This cost is paid for by the ministry hosting the event.) Staffing of the police officer is handled by OLA’s Communications Office. Contact Anne Stephens at astephens@olachurch.org to request a police officer.

The Events Serving Alcohol Checklist can be found in Appendix 19. The Check Request Form can be found in Appendix 22.

Planning a Meeting or Event

The items below apply only after your meeting/event has been confirmed by Anne Stephens, Communication Director.

If Registration Forms, RSVPs, or Payment Options are required, contact Anne Stephens at astephens@olachurch.org.

Requesting a Priest or Deacon: If you would like to request a priest or deacon to offer a blessing or otherwise participate in your event, contact Karen Kotara, Pastor's Secretary, at kkotara@olachurch.org.

Advertise! Learn how to promote your ministry in the following section.

Set-Up: If you require a set-up for your booking, set-up requests must be turned in to the parish office no later than TWO WEEKS PRIOR to the date. 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. Please plan to have volunteers provide set-up/break-down when possible. If the form is turned in late, the ministry is responsible for set-up/break-down. Set-up requests are submitted to Jim Schweizer at jschweizer@olachurch.org and Jon Mangiaracina at jmangiaracina@olachurch.org.

See Appendices 10 – 18 for diagrams of each meeting space.

Break-down: Ministries are responsible for breaking down chairs, tables, etc. unless notified otherwise by the parish office.

Cleaning of Space: Ministries are responsible for ensuring that the space is left clean. That includes wiping down tables, taking out trash, replacing any outlet covers that were removed during the event, and vacuuming when needed. Trash should be taken to the main dumpster across from the lower-level playground.

Please help us to be good stewards of the spaces entrusted to us. Failure to do so may impact your ability to schedule space in the future.

Promoting Your Ministry and Events

Communication is extremely important in getting your message out to the community. The tools available to help spread the good news about your ministry can be found in the following pages.

Remember: It is YOUR responsibility to ensure that information is provided to the Communications Director. Do not assume that your ministry/event will automatically be advertised because it is on the parish calendar.

Plan early to ensure that your meetings and events receive adequate promotion in the parish. The following information outlines the specific avenues we have for advertising.

Requests for the promotions listed on the following page must be submitted online at www.olachurch.org/bulletin-submissions.

Ministries and their meetings, events, needs, and good news are promoted through the following:

- Weekly Printed Bulletin
- Parish Website (www.olachurch.org)
- Parish Weekly E-News
- Social Media
 - Instagram (www.instagram.com/olachurchbrookhaven/),
 - Facebook (<https://www.facebook.com/olachurch.atlanta>)
- Narthex Monitor (Church)
- Outside Electronic Sign (by Murray Center)

Submitting Your Write-Up/Blurb

You are responsible for providing a brief description of your events/meetings for publication through the OLA Website: www.olachurch.org/bulletin-submissions.

Requests for promotion through the bulletin will automatically be added to our parish website and to our Facebook and Social Media platforms.

All submissions are subject to editing.

Please do not send images to promote your event. Due to photo copyrights and the numerous sizes required, images are created through the Communications Department.

Weekly Bulletin

- Due to increasingly limited space, non-OLA outside events are NOT published in the printed bulletin except on rare occasions. Outside events, upon approval, can be included on our website's Around the Archdiocese page at <https://www.olachurch.org/around-archdiocese>
- Due to limited space, photos/clip art will only be published when space is available.

Bulletin Deadlines

- All bulletin submissions are due by 9am on TUESDAY 12 DAYS PRIOR to publication of the bulletin unless otherwise published in the e-news or bulletin.
- Deadlines are subject to change throughout the year. Check the bulletin, website (www.olachurch.org/bulletin), and e-news frequently for changes.
- No submissions will be accepted after the published deadline.

Website

- Ministry Description
 - Each ministry leader is responsible for monitoring the information for his or her ministry on the parish website.
 - If a change/update is required, email Anne Stephens at astephens@olachurch.org.
 - Updates may take up to five business days.
- Upcoming Events
 - Major events are included in the Upcoming Events section on the Home page.
 - These events are generally uploaded 6 weeks prior to the event.
- Share Your Good News!
 - The News Section of the Home page is a great place for you to share something exceptional that has happened with your ministry. Email details to Anne Stephens at astephens@olachurch.org. Include a brief explanation and a few photos if you have them. See page 19 for the photography policy.
 - Updates to the website can take up to 5 business days.

Weekly E-News

Meeting and Event information submitted for the printed bulletin will automatically be added to the weekly parish e-news. The e-news is usually sent on Monday or Tuesday. Items will be posted for a limited amount of time.

Images that accompany your information are created by the Communications Department.

Pulpit Announcements

Pulpit announcements are made by the deacon at the end of our weekend Masses.

- All requests for pulpit announcements MUST be e-mailed to Jake Mappes, Director of Music & Liturgy, at jmappes@olachurch.org. Full approval is granted by the pastor, after which you will receive confirmation.
- Requests MUST be received by Jake Mappes by noon on Wednesday eleven (11) days prior to the weekend requested.
- Pulpit announcements are ONLY for events occurring over the next few days and are NOT intended for events weeks in advance except for special liturgical events. Pulpit announcements can only be one or two sentences. Anything more than that should be in the bulletin. There will be no announcements for regularly scheduled recurring meetings.
- Editing for content, brevity, and grammar will be at the discretion of the Director of Music & Liturgy and pastor. Do not include emails or phone numbers.

Pulpit Pitches (Speaking at Mass)

All inquiries/requests for a member of your ministry to speak from the ambo at the end of Mass **are to be submitted during the Spring calendar booking process**. Later requests will be based on availability and pastor's approval.

- Approval to present a pulpit pitch is at the sole discretion of the pastor.
- Only 1 speaker is allowed during a weekend, so please plan well in advance to avoid conflicts. It is best to make your request during the Spring calendar process.
- If approved to give a pulpit pitch, a copy of your talk MUST be sent to Jake Mappes at jmappes@olachurch.org at least two weeks prior to the weekend. Speaking off-the-cuff or without a prepared writeup is strictly prohibited.
- No more than one (1) representative of your ministry may speak at a Mass. Brevity and conciseness are paramount. **Speakers are limited to no more than three (3) minutes.**
- When deciding whether to make a request to speak, please STRONGLY consider the necessity. Short announcements by the deacon are always preferable.

Requesting Copies

The parish office staff frequently receives requests to make copies for ministries. The staff is able to make a **limited** amount of copies.

For larger quantities the ministry leaders will need to come into the office and make copies using the office copier.

Depending on the number requested – and if color – ministries may be required to have them professionally printed through an outside source. The cost for this would come from the ministry budget.

Photography Policy

Publishing photographs of parishioners of all ages fosters a greater sense of community. Photos are used to enhance the quality of our print materials (such as the Bulletin and Annual Report), website, and social media.

Make sure that you have permission to share photographs before you submit them to the Communications Director.

For Public Events – Permission is Implied

For photos taken at events that are open to the public, there is no expectation of privacy and permission for use of images taken at those events is implied. Examples of this include Mass and parish-wide events. Persons attending these public events waive any claims and/or rights regarding use of photos. **People not wanting to be photographed must inform event photographers.**

Photographing Minors

An *Archdiocesan Annual Media Release* form for minors must be collected by ministry leaders and then submitted to the Communications Director in order for photos to be published in print, on the website, or on social media. **No photos will be accepted or published without signed parental consent.** The Communications Office is NOT responsible for having forms completed for your ministry.

The Archdiocesan Annual Media Release form can be found in Appendix 20.

How to Have Photos Published on Social Media

We love to share photos of meetings and events! Please be sure to have one of your members take photos for you. Using a camera instead of a cell phone will provide better quality for publication. A media form must be submitted for events with children.

Due to limited space in the printed bulletin, we can't promise to publish photos in the bulletin, but photos can be posted on social media and may be used in our Annual Report or Ministry Guide.

Sharing Your Photos

Choose your best photos to be sent to Anne Stephens at astephens@olachurch.org. Do not text photos.

Submit photos:

- As attachments to an Email (do not embed them in the email), or
- Via a link to Google Photos or another online photo sharing app.

Drones

No drones are allowed on campus without permission of the Business Manager. Contact Jim Schweizer at jschweizer@olachurch.org for more information.

Finance and Budgets

Expenditures

OLA is on a July 1– June 30 fiscal year. All expenses incurred during this period should always be submitted for reimbursement prior to June 30. Budgets are prepared in the March–April time frame. If specific needs are desired for the upcoming fiscal year, please reach out to Jim Schweizer, Business Manager, at jschweizer@olachurch.org. If you are a new ministry leader, please reach out to Jim to determine if your ministry has a budget and to discuss any financial questions you have.

Purchases Over \$250

Purchase orders are required for all purchases/expenditures over \$250.

1. Use the Purchase Order Form (PO). Complete the form, explain the purchase and expected dollar amount. *The Purchase Order Form can be found in Appendix U.*
2. Submit the PO request to Jim Schweizer at jschweizer@olachurch.org or bring it to the parish office. Once approved by the Business Manager, an approved numbered copy will be sent back to the requestor.
3. You will be advised if this is a new services vendor to OLA.
4. If it is a new services vendor, the new vendor set-up process must be followed before the Purchase Order can be approved or an agreement signed..
5. All contracts or agreements must be signed by the pastor before the purchase can be made.

It is always preferable to have the vendor invoice OLA. Once you have the invoice, the purchase order should be attached to the bill and the original invoice signed and forwarded to the accounting office for payment.

If an expense is paid by the requestor, the requestor completes the check request form and attaches the original or scanned receipts (**NO PHOTOS**) and the approved purchase order to the check request and forwards it to the accounting office. *The Check Request Form can be found in Appendix 22.*

New Services Vendor Set-Up

1. All new vendors providing services must complete the following:
 - Vendor Acknowledgement Form (**Appendix 23**),
 - W9 (Rev. 3-2024) (**Appendix 24**),
 - Business License, and
 - Liability Insurance Coverage (See sample Certificate of Liability Insurance showing new Archdiocesan requirements (**Appendices 25A – 25B**). If and only if the vendor cannot provide liability insurance, then the Vendor Hold Harmless/Indemnity Agreement must be completed (Appendix L).

All forms must be submitted to Jim Schweizer at jschweizer@olachurch.org prior to Purchase Order approval

2. If the vendor cannot complete the *Vendor Acknowledgement Form* acknowledging the performance of background checks, then background checks of any employee of the vendor coming to OLA must be done through OLA. (This would primarily apply to individuals, single-proprietor businesses or those with very few employees.) W9s are still required, and proof of liability insurance coverage is required as well.
3. It is the responsibility of the requestor to be sure that the new vendor has all the necessary information/forms required.

Third Party Vendor Usage for Processing Payments

In most cases, the invoice payment to a vendor or the reimbursement for a ministry expenditure will be made through our Third Party payment processing vendor BILL (Bill.com). BILL allows the payee to have the funds direct deposited if desired; otherwise BILL will mail a check as payment. Instructions on how to set yourself up in BILL will be sent to you at the same time BILL sends you an invite.

Purchases Under \$250

If you are requesting reimbursement for a ministry expenditure under \$250, please submit the Check Request Form with original or scanned receipts to Jim Schweizer (jschweizer@olachurch.org). **Do NOT send photos of receipts.**

Finance and Budgets

Collecting Funds

Handling, managing and safeguarding cash is critical. In general, the basis of cash controls should be based on key steps such as: having dual control of cash at all times; using tamper-evident bags for the cash deposits; using drop safes for depositing cash collected, etc.

The Event Reconciliation Form (Appendix 29) should be used to track and deposit all cash/checks collected at any OLA event. Bags ready for deposit should be placed in one of the two safes on campus – either in the vesting sacristy or the breakroom/kitchen in the Parish Offices. Be sure and notify Jim Schweizer well in advance of your event if you expect to be handling cash so that you have your deposit bags. Any questions should be directed to Jim Schweizer at jschweizer@olachurch.org.

Payment Links and QR Codes

If you would like to set up electronic payments for dues, sales, or events contact Anne Stephens at astephens@olachurch.org. QR codes linking to the payment form are available upon request. Requests for registration links must be made two weeks prior to the time you will use them.

Request for Start-Up Funds

There are times when a ministry may require minimal start-up funds for an event. Contact Jim Schweizer at jschweizer@olachurch.org two weeks prior to the event so arrangements may be made to fulfill your request. Arrangements to return start-up funds must be made with Jim at that time. Funds must be returned to the parish office no later than 3 days after the event.

Request for a Cash Box

There are times when a ministry will need a cash box for an event. Contact Jim Schweizer at jschweizer@olachurch.org two weeks prior to the event so arrangements may be made to fulfill your request. The cash box must be returned to the parish office no later than 3 days after the event.

Insurance And Liability

Liability Insurance (COI)

Liability insurance is required from vendors to protect both the vendor and the parish from financial loss in case of accidents, property damage, or injuries related to their work or services. It ensures that any claims or legal costs are covered without placing the financial burden on the parish. [See Sample in Appendix 25.](#)

Vendor Hold Harmless Agreement

A Vendor Hold Harmless Agreement is a legal document in which the vendor agrees to assume responsibility for certain risks and to release the parish (or organization) from liability for claims, damages, or losses arising from the vendor's activities or services. [See Sample in Appendix 26.](#)

Please note that you must always have this agreement in place whenever inflatables/bounce houses are in use. [In addition you must adhere to the set of rules in Appendix 27.](#)

Accident/Injury Reports

Accidents happen. If someone is injured at your event, after providing the appropriate medical care, contact Jim Schweizer at jschweizer@olachurch.org.

[The Archdiocesan Accident/Injury Report can be found in Appendix 28.](#) This should be filled out and turned in to Jim Schweizer at jschweizer@olachurch.org as soon as possible after the incident.

Report Damages

If you have any damaged items or problems to report, please contact Jim Schweizer at jschweizer@olachurch.org as soon as possible after your meeting/event. Working together, we can keep our parish home in good shape, sparkling clean, and ready for the next group who will use the facilities.

Inclement Weather Policy

When weather is hazardous – or has the potential to become hazardous – the OLA campus will close. In the event of our closing, the information will be provided as soon as possible via the following:

- Posted on the parish website (www.olachurch.org),
- Posted on Facebook (www.facebook.com/olachurchatlanta),
- Posted on Instagram (www.instagram.com/olachurchbrookhaven/), and
- Via the Parish E-News.

Please note that in the event of a power outage, it is not possible to send the e-news or to update the website.

If Dekalb County Schools and the Preschool and OLA School are closed, the parish office is closed and all meetings, events, and practices are cancelled.

If hazardous weather does occur, please use common sense before getting on the roads to come to OLA.

If the news is telling you to stay off the roads, do not come to OLA – especially in the mornings and after dark!

Emergency Procedures

The safety of all people on our campus is a top priority. We want all our members and guests to feel safe and secure at all times.

Safety begins with each of us. If something does not look or feel right, it probably isn't. Please be alert and diligent at all times.

You may want to print this information and keep it with you during your meetings and events. **A copy is posted in each meeting space.**

It is imperative to get everyone present to safety and then call 911 if faced with an emergency situation, either non-violent or one you would consider threatening. Then contact clergy/staff.

Campus Security Firm

Due to the increased violence at churches and schools – and in our ongoing effort to keep our community safe – we have hired a security firm that will have personnel onsite 7 days a week.

Fire Emergencies

In case of fire, it is imperative to get everyone present to safety and then call 911. Then notify clergy/staff.

Fire extinguishers can be found in the following locations (they are visibly marked):

Chanel Center – Outside doors in Library

Church – First Floor

- Outside the Daily Chapel
- By the bathrooms
- In the sound/light room next to the choir behind the altar

Church – Second Floor

- Hallway
- Upper Room under the sink

Marist Hall

- Center of room near kitchen

Moylan Hall

- Kitchen
- To the right of the girls bathroom

Murray Center

- Both sides of stage
- By bathrooms
- In lobby by double doors

Parish Office Conference Room

- At the exterior door (church side) across from the meeting space
- At the end of the hall at the opposite end of the hallway

School Library – At doors

The Upper Room

- Under sink

Youth Room

- At the exterior door (church side) to left as you exit youth room exterior door
- At the end of the hall at the opposite end of the hallway

Medical Emergencies

In case of a medical emergency, call 911 immediately. Then notify clergy/staff.

Clergy or Staff members will notify parish security, but if possible, please wave security down for assistance.

AED (Automated External Defibrillator)

The 911 operator may ask you if you have access to an AED (Automated External Defibrillator). An AED is an easy-to-use medical device used to re-establish heart rhythm in those experiencing sudden cardiac arrest. Easy to follow instructions are included with the device.

AEDs are located in the following spaces:

Church

First Floor near bathrooms

Moylan Hall

Kitchen

Parish Office

Breakroom/Kitchen

School

By elevator

Gym lobby

2nd Floor Teacher's Lounge

First Aid Kits

There are first aid kits located in the meeting spaces listed below.

Church: First Floor

By bathrooms

Church: Second Floor

Under sink in Upper Room

Marist Hall

Over fire extinguisher

Moylan Hall

Kitchen

Parish Office

On top of refrigerator in the kitchen/breakroom

Where to Send First Responders

If you call 911 it is important that you provide accurate information to assist first responders in finding you.

- Give 911 the correct address:
 - The address of the Parish Office/Youth Room/Parish Office Conference Room is 1406 Hearst Drive.
 - The address of the Church/Upper Room/Choir Room/Preschool/Moylan Hall is 1350 Hearst Drive. If in Upper Room or Choir Room be sure to specify second story of the church.
 - The address of the School/Chanel Center/School Library/Marist Hall/Murray Center is 1320 Hearst Drive.
- If possible, send ministry members outside to key points to point the way for police:
 - At the entrance by the playing field.
 - On lower level to point to upper level as needed.
 - At entrance doors.
 - You may have to have multiple people within sight of one another to properly direct first responders.
 - For the Parish Office/Youth Room/Parish Office Conference Room someone will need to wait at the street where Hearst Drive and Lanier Drive intersect.

Notify Parish Clergy/Staff Immediately

Once the authorities have been contacted, the next step is to contact the parish clergy/staff as follows:

- Monday – Friday during office Hours (8am-4pm): Contact the parish office at 404-261-7181.
- After Hours and Weekends: Call the rectory at 404-365-0508.
- If you cannot reach the Office or Rectory: Contact Jim Schweizer (404-435-4396), Business Manager, or Anne Stephens (678-879-8290), Communications Director.
- Clergy or Staff members will notify parish security, but, if possible, please wave him/her down for assistance.

Please note that the personal numbers listed in this section are for emergencies only and not for general parish/ministry business.

Appendix 1

Adult Volunteer Application



THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA
OFFICE OF CHILD & YOUTH PROTECTION

Adult Volunteer (Unpaid Worker) Application

Part A: To be filled out by the Applicant

Full Legal Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Date of Birth: ____/____/____ *Social Security Number: XXX-XX-____

Phone Number: (____) _____ Email Address: _____

YES NO Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation?
YES NO Have you ever been the subject of an investigation involving an allegation of sexual abuse?
YES NO Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse?
YES NO Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse by you?
YES NO Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you?

If you answered yes, to any of the above questions, please provide a detailed explanation on the back of this page.

*If you do not have a social security number, the Safe Environment Coordinator at the location must check the three non-relative reference you provide below:

_____ (Name)	_____ (How this individual knows you)	_____ (Email address and/or phone number)
_____ (Name)	_____ (How this individual knows you)	_____ (Email address and/or phone number)
_____ (Name)	_____ (How this individual knows you)	_____ (Email address and/or phone number)

I hereby certify that all answers are true to the best of my knowledge and I agree to have any of the statements checked by the Archdiocese of Atlanta. I understand that as a volunteer who will have any contact with minors and/or vulnerable individuals I must attend the safe environment training – VIRTUS: Protecting God's Children and have a complete and cleared background check* on file prior to volunteering. I also understand that I must have signed an Acknowledgment of the Safe Environment Standards of Conduct to ensure my acceptance and full agreement with all Safe Environment policies and standards.

Signature of Applicant: _____ Date: ____/____/____

Part B: To be filled out by the Safe Environment Coordinator

If the applicant does not have a SSN, I have contacted the three references of the applicant listed above, asked the reference questions provided in the Safe Environment Coordinator User Manual, and I am keeping a record of the answers to these questions, the date, and the time of the conversation on file for each reference.

☐ This person is approved to volunteer.
 ☐ This person is NOT approved to volunteer.

Parish / School Name: _____ City: _____

Safe Environment Coordinator Name (please print): _____

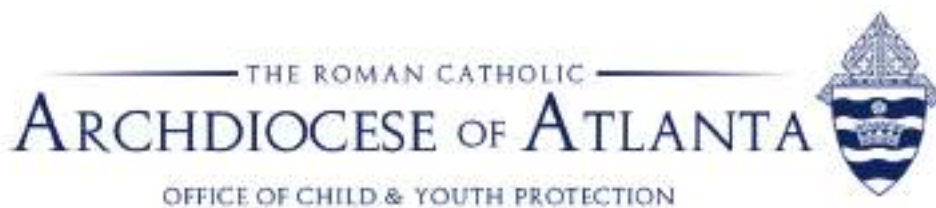
Safe Environment Coordinator Signature: _____ Date: ____/____/____

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
 main: 404-920-7550 • fax: 404-920-7551 • ocyp@archatl.com • Call Reporting Hotline 888-437-4764 • archatl.com

updated November 2022

Appendix 2

Acknowledgement of Safe Environment Standards of Conduct



Acknowledgment of Receipt and Compliance Safe Environment Standards of Conduct Archdiocese of Atlanta

The Archdiocese of Atlanta ("Archdiocese") has adopted policies and standards of conduct as an integral part of its Safe Environment program. These policies and standards of conduct are contained in the Archdiocese's Safe Environment booklet incorporating each of the following:

- Sexual Abuse Policy
- Code of Conduct for Church Personnel
- Ministerial Standards and Behavioral Guidelines for Clergy, Religious, Employees, Volunteers and Independent Contractors Dealing with Children and Vulnerable Individuals
- Policy Concerning Disabled Adult and Elder Person Abuse, Neglect, and Exploitation
- Social Media Policy

By signing below, I hereby acknowledge that I have received information on how to find a copy of the Safe Environment policy booklet in the Archdiocesan website and that I have read the booklet in its entirety, including each of the policies and standards of conduct described above, and I agree to conduct myself in full compliance with all Safe Environment policies and standards of conduct stated in the Safe Environment booklet and as may be adopted by the Archdiocese in the future. This also confirms that I will attend a VIRTUS Protecting God's Children training before I begin paid or volunteer work for the Archdiocese of Atlanta or within 30 days of my scheduled start date*. I understand that the Archdiocese shall rely on this signed Acknowledgment of Receipt and Compliance to ensure my acceptance and full agreement with all said Safe Environment policies and standards. This signed Acknowledgment will be maintained in my personnel file.

*The 30 day grace period is ONLY applicable for employees who DO NOT work with children and/or vulnerable individuals.

Name: _____

Signature: _____ Date: _____

Parish/School/Organization: _____

Appendix 3

Volunteer Application for Minors



MINOR VOLUNTEER APPLICATION ARCHDIOCESE OF ATLANTA (Unpaid Workers)

Parish/School/Agency Name: _____

Volunteer Profile

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the name of the Church would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below. A physical copy of each application for volunteer service will be kept on file for one (1) year following the termination of the volunteer's service, and an electronic copy of the application will be kept for fifty (50) years following the destruction of the physical document.

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (City) (State) (Zip)

Home phone: (____) _____ Cell phone: (____) _____

Name of School: _____ E-mail address: _____

Date of Birth: ____/____/____ Social Security Number: XXXX - XX - _____

REFERENCE: Please provide the "School Reference for Minor Volunteers" form to your school Principal, Dean, or School Administrator to complete.

For Home School
Please list 3 non-family members who are familiar with your character

Name: _____
Telephone: _____
Verified on: _____ By: _____

Name: _____
Telephone: _____
Verified on: _____ By: _____

Name: _____
Telephone: _____
Verified on: _____ By: _____

PERSONAL INFORMATION

a. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? ____Yes ____No
If yes, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

b. Have you ever been the subject of an investigation involving an allegation of sexual abuse? ____Yes ____No
If yes, please explain:

c. Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse? ____Yes ____No. If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

d. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse by you? ____Yes ____No
If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

e. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? ____Yes ____No
If yes, give a short description of the treatment, including date(s), nature and location(s), identifying the treating physician with name, address, and telephone number.

FOR PARISH/SCHOOL/AGENCY USE ONLY

INTERVIEWED

By: _____

Date: _____

POSITION ASSIGNED:

a. Have the reference been contacted? ____Yes ____No

By whom? _____

When? _____

Signature of Supervisor

Date

ACCEPTED:

Signature of Pastor

Date

X _____ X _____
Signature of Parent Date Signature of Minor Date

Revised December 2015

Appendix 4

School Reference Form for Minors

 THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA
 OFFICE OF CHILD & YOUTH PROTECTION
Confidential School Reference Form

Section A: To be filled out by applicant & parent

Full Legal Name of Minor: _____
(First) (Middle) (Last)

Grade: _____ Minor Email Address: _____

Location of service (volunteer/work): _____

Name and email address of the person at the location to whom this form should be sent:

(Name) (Email address)

Minor Signature: _____ Date: ____/____/____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: ____/____/____

Section B: To be filled out by school official

Please complete the confidential reference form regarding the above named student who would like to volunteer/work with children and/or vulnerable individuals. Scan and email this form to the contact at the location listed above for which the student would like to volunteer/work.

YES NO Is the applicant a student in good standing at your school?

YES NO Has the applicant ever been the subject of an investigation involving an allegation of bullying, harassment, physical abuse, sexual abuse or other abusive behavior?

YES NO Has the applicant ever been in trouble at school and received a consequence greater than detention?

YES NO Do you know of any reason the applicant should not be placed in a position of trust with children and/or vulnerable individuals?

YES NO Do you recommend the applicant for such a working with children and/or vulnerable individuals?

☐ Please call for more information.

☐ Please see comments on the back of this page.

School Official's Name: _____ Position: _____

School Official's Signature: _____ Date: ____/____/____

School Name: _____ City: _____

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
 main: 404-920-7550 • fax: 404-920-7551 • ocyp@archatl.com • Call Reporting Hotline 888-437-0764 • archatl.com

updated October 2022

Appendix 5A

Medical Release for Minors

(Page 1 of 2)

Catholic Archdiocese of Atlanta
Parish name: Our Lady of the Assumption

Annual Medical Release

Name of Student: _____ Date of Birth: _____
Address: _____
Home phone #: _____

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical attention. I wish to be advised prior to any further treatment by the doctor and hospital. If you are unable to reach me, contact:

Emergency contact _____ Phone # _____

Relation to participant: _____

If you are unable to reach parent/guardian or the emergency contact person, I hereby grant permission for the doctor and hospital to exercise professional judgment in treating participant.

Medical / Hospital Insurance Carrier _____

Name of Policy Holder _____ Relation to participant _____

Policy Number _____ Group Number _____

Signature of Parent / Guardian _____ Date _____

Father/Guardian's full name: _____

Phone #: _____ Cell # _____

Home address: _____

Place of business/address: _____

Phone #: _____

Mother/Guardian's full name: _____

Phone #: _____ Cell # _____

Home address: _____

Place of business/address: _____

Phone #: _____

(Both sides need to be complete and signed)

Appendix 5B

Medical Release for Minors

(Page 1 of 2)

Name of Participant _____

Medications: My child is taking the following medication(s):

Description _____	Dosage _____
Description _____	Dosage _____

(EITHER A PHYSICIAN'S PRESCRIPTION OR PARENT NOTE MUST ACCOMPANY ALL MEDICATIONS. PRESCRIPTION / NOTE SHOULD BE ATTACHED TO THIS FORM.)

I hereby grant permission for non-prescription medications to be given, if deemed appropriate.

Drug allergies _____

Other allergies / reactions (food, plants, insects, etc.) _____

List any other health problems / limitations that we need to be aware of _____

Signature of Parent / Guardian _____ Date _____

(This Medical Release is good for the period of one year, beginning _____ and ending _____.)

Appendix 6

Permission to Contact Youth



Permission to Contact Youth

Complete One Form per Child

Child's Name:

Date of Birth:

Our parish and/or school, _____, follows the Archdiocese of Atlanta's [Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors](#) for contacting youth via social media. We may also use text messages, email, and parish/school-approved online/virtual platforms to contact youth. Per this policy and guidelines, parents must be made aware of how social media and electronic communications are being used. *Parents must be told how to access the sites, and be given the opportunity to be copied on all material sent to their children.*

After receiving written permission to communicate with young people, Archdiocesan employees should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. Please reference the policy and guidelines for more information.

Please indicate below whether our parish has permission to contact your child:

☐ I hereby grant permission for the following parish and/or school, _____, to contact my child, _____, for internal or external communications for one year via social media, email, text, and/or parish/school-approved online/virtual platforms. I understand I can request the same communications provided to my child, and that it does not have to be via the same technology (for example, if children receive a reminder via Twitter, parents can receive it in a printed form or by an email list).

☐ NO, I do not want my child contacted or communicated with in any way.

Signature of Parent or Legal Guardian

Date

Print Name of Parent or Legal Guardian

Please contact your Parish Catechetical Leader/School Administration immediately to change these permissions.

FOR OFFICE USE ONLY: This form is to be kept for current year. Supplant annually until the child is 18.

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7800 • fax: 404-920-7801 • archatl.com

REV. 20200729

Volunteer and Employee Driver Information

See the information below regarding the requirements for anyone driving on church or school business. This is required of both employees and volunteers who are driving their personal vehicle for church/school use. This would include something as simple as running an errand to pick up an item from the grocery store to driving children to retreats and field trips. The Volunteer Driver Requirements checklist and the Volunteer Driver Form are required for each driver. The "Be Smart/Drive Safe" video must be viewed on the CMG website. (See following pages.)

Please see following pages for forms.

- Volunteer & Employee Driver Requirements – This is a checklist to be used for each volunteer and employee driver. All nine steps need to be completed.
- Volunteer & Employee Driver Form – This is item #5 on the checklist. This needs to be completed for each volunteer and employee driver.
- Be Smart/Drive Safe Video – The "Defensive Driving" flyer explains how to access the "Be Smart/Drive Safe" video. This is item #6 on the checklist and needs to be viewed by each driver.

Please contact Jim Schweizer at jschweizer@olachurch.org if you have questions or concerns.

Volunteer and Employee Driver Information

Archdiocese of Atlanta

Volunteer and Employee Driver Requirements

Please complete this checklist for ALL Volunteer Drivers.

Parish / School Name: _____

Volunteer Driver Name: _____

Completed	Steps	Initials / Date
☐	1. Verify Drivers age is 21 years or more.	____ / _____
☐	2. Verify and obtain copy of valid driver's license.	____ / _____
☐	3. Obtain copy of auto insurance coverage (Declaration's page, for example) verifying limits of \$100,000 / \$300,000.	____ / _____
☐	4. Parish / School staff verify valid and current tag registration (obtain copy).	____ / _____
☐	5. Volunteer completes the Volunteer Driver Form.	____ / _____
☐	6. Volunteer watches Be Smart – Drive Safe video and answers questions at end.	____ / _____
☐	7. Parish / School staff completes visible inspection of the vehicle. 10 - 15 Passenger Vans are not allowed.	____ / _____
☐	8. Volunteer completes Archdiocesan volunteer paperwork and background screening.	____ / _____
☐	9. Parish / School staff sends volunteer paperwork to HR / SEP Office.	____ / _____

Signature of parish/school volunteer driver coordinator:

_____ Date: _____

Volunteer and Employee Driver Information



Employee/Volunteer Driver Form

Name of Driver: _____

Address: _____

Driver's License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____

If driving a personal vehicle the minimum liability limits of \$100,000/\$300,000 and proof of this coverage are required. Please be aware that if you are driving your personal vehicle, your insurance is primary.

In order to provide for the safety of those we serve, we ask each volunteer to answer the following questions:

	TRUE	FALSE
1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	_____	_____
2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	_____	_____
3. I have had no more than three moving violations or accidents in the last three years.	_____	_____

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for parish/school ministry is a profound responsibility. I will exercise extreme care and due diligence while driving. I understand that as an employee/volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license. If driving my personal vehicle, my vehicle registration is valid and in force and my insurance limits meet the requirements of the Archdiocese of Atlanta and my auto insurance policy is in force. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Employee/Volunteer Driver Signature

Date

Volunteer and Employee Driver Information

Catholic Mutual Group Presents

CMGConnect



Defensive Driving

- Be Smart—Drive Safe is our online defensive driving course.
- This 18-minute video should be taken by all volunteers and employees that drive on behalf of the parish or school.
- Easily accessible at www.CMGconnect.org 'Defensive Driving Curriculum'.

For additional information please contact your Claims Risk Manager, Loss Control Representative, or Catholic Mutual Group.

Volunteer and Employee Driver Information

CMGConnect

One Stop for All Your Training Needs

Getting Started:

1. Access the training site from your Arch/Diocesan webpage or at: www.CMGconnect.org.
2. Create a user account by completing the required fields. This allows your Arch/Diocese to confirm your training history.
3. If you have done training in the past and had an account you can use that same username and password to Sign-In.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your Arch/Diocese.



www.CMGconnect.org

Appendix 8

Schema for Recognition/Blessing at Mass

Schema for Recognition/Blessing at Mass

This form is to be submitted to Jake Mappes at jmappes@olachurch.org when you receive confirmation that your request has been placed on the parish calendar. **Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Date and Time of Mass: _____

Group/Ministry Name: _____

Ministry Leader: _____

Ministry Leader Email/Phone: _____

Do you wish to reserve pews? Yes _____ No _____ If yes, how many pews? _____

- The Ministry Leader is responsible for reserving the pews before Mass.
- We have a limited number of reserved signs available, so we ask that the Ministry Leaders print signs for their event. Simply print "RESERVED" on a sheet of paper – print enough to go on both ends of the pews.
- Arrive at least 30 minutes prior to the start of Mass to reserve pews, otherwise you may find them occupied.

Will your group provide the following? Please note that volunteers must be TRAINED in the ministry listed below in order to serve, except for gift bearers.

Lectors: _____

Gift Bearers: _____ (Check in with Ushers prior to Mass.)

Ushers: _____

Altar Servers: _____

Do you wish to have your group mentioned in the Prayers of the Faithful? Yes _____ No _____

Do you have any questions or special requests?

Date Submitted: _____

Signature of Ministry Leader: _____

Appendix 9

Space User Agreement: Chanel Center



Our Lady of the Assumption Catholic Church

Space User Agreement: Chanel Center

(Page 1 of 1)

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: 38 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!

Space User Agreement: Marist Hall/School Cafeteria



Our Lady of the Assumption Catholic Church

Space User Agreement: Marist Hall/School Cafeteria (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

Capacity: 120 people

Special Notices: There is no access to Marist Hall prior to 8pm on school days.

No alcohol is permitted. No guns or weapons of any kind are permitted.

Do not prop open exterior doors.

Do not allow access to the school areas outside of Marist Hall.

Set-up is Cafeteria Tables and must be set-up by ministry.

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: _____

Additional Set-Up Requested

(Please note that use of tables/tablecloths in Marist Hall is based upon availability)

of Round Tables Requested: _____ # of Round Tablecloths Requested: _____

of Rectangular Tables Requested: _____ # of Rectangular Tablecloths Requested: _____

Equipment Requested: Monitor (Must provide your own laptop and HDMI cord)

Space User Agreement: Marist Hall/School Cafeteria



Our Lady of the Assumption Catholic Church

Space User Agreement: Marist Hall/School Cafeteria (Page 2 of 3)

Meeting Space Checklist

- _____ No alcohol is permitted.
- _____ No guns or weapons of any kind are permitted.
- _____ Marist Hall will not be accessed prior to 6pm on school days.
- _____ If the Marist Hall Kitchen has not been reserved, it will not be accessed.
- _____ 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.
- _____ School Cafeteria tables that are stored in Marist Hall will not be removed.
- _____ Adult to youth ratio:
 - 18 - 36 months: 2 adults to 12 children
 - 3 - 4 years: 2 adults to 12 children
 - 5 - 10 years: 2 adults to 16 children
 - Junior High School: 2 adults to 16 youth
 - High School: 2 adults to 20 youth
- _____ Running will NOT be permitted.
- _____ Equipment shown in red on the Marist Hall Set-Up Diagram on page 3 will NOT be moved.
- _____ 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.
- _____ Tables and chairs will be put up. This includes cafeteria tables.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The floor will be swept if food and drinks are served.
- _____ Bathrooms will be checked to ensure they are in good condition.
- _____ All food and beverages will be removed from the premises at the conclusion of the event.
- _____ Laundered tablecloths will be returned to the parish office within 3 days of the event.
- _____ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at jjschweizer@olaschurch.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 (jjschweizer@olaschurch.org), and Mandy Crock, OLA School Principal (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!

Space User Agreement: Marist Hall/School Cafeteria



Our Lady of the Assumption Catholic Church

Space User Agreement: Marist Hall/School Cafeteria (Page 3 of 3)

Set Up Request

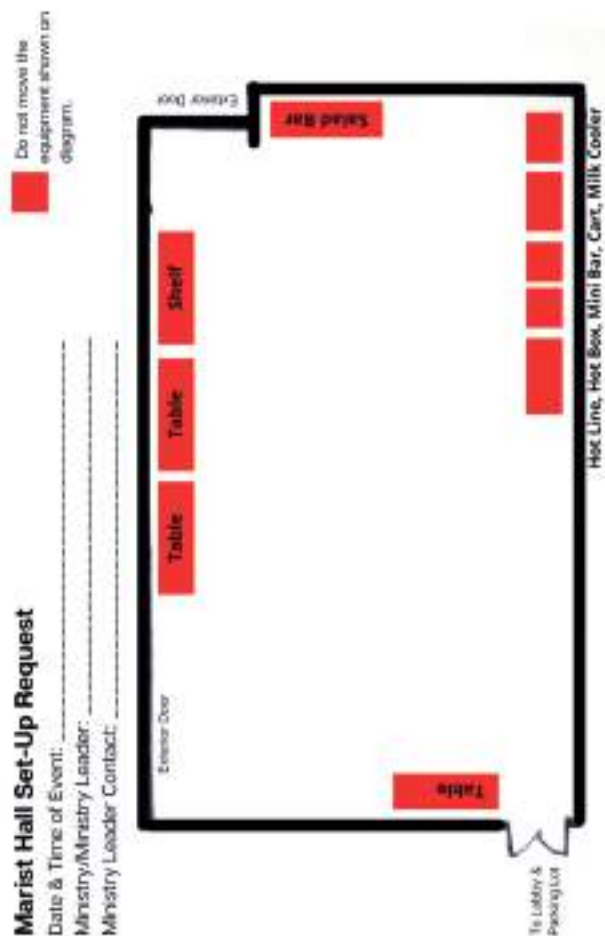
Name of Event: _____ Date of Event: _____

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. I further acknowledge that set-up is not available on school days.)

_____ Initial Here if set-up assistance is NOT requested.



Space User Agreement: Marist Hall Kitchen/School Cafeteria Kitchen



Our Lady of the Assumption Catholic Church

Space User Agreement: Marist Hall Kitchen/School Cafeteria Kitchen

(Page 1 of 2)

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 **Cleaning Checklist Agreement**. Keep a copy of this for your records so that you have access to the procedures following your event.

This 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: _____

- _____ No alcohol is permitted
- _____ No guns or weapons of any kind are permitted.
- _____ Kitchen will only be used by individuals who have received the proper training by the school.
- _____ 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.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The floor will be swept if food and drinks are served.
- _____ Bathrooms will be checked to ensure they are in good condition.
- _____ All food and beverages will be removed from the premises at the conclusion of the event.

_____ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at 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), and Mandy Crack, OLA School Principal (mcrack@olaschool.org) will be notified immediately.

_____ I acknowledge receipt of the Cleaning Checklist and will comply with all required procedures.

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!

Space User Agreement: Marist Hall Kitchen/School Cafeteria Kitchen



Our Lady of the Assumption Catholic Church

Space User Agreement: Marist Hall Kitchen/School Kitchen

(Page 2 of 2)

Marist Hall Kitchen Cleaning Checklist

In the columns to the left check off each item as completed.

Be sure all of the following tasks are completed before leaving. Thank you.

1. ☐ Wipe down and sanitize all table surfaces
2. ☐ Sweep floor
3. ☐ Mop floor after sweeping
4. ☐ Take out all trash and put in dumpster
5. ☐ Wash all dishes
6. ☐ Put all dishes, cutlery, and knives in correct locations
7. ☐ Wipe down outside of dish machine with sanitizer solution.
8. ☐ Turn OFF dish machine - red switch on front
9. ☐ Make sure surfaces/walls are clear of all food particles
10. ☐ Wash and sanitize 3-compartment sink - be sure there is no food left in drains
11. ☐ Sanitize dish machine and entire dish pit area/surfaces
12. ☐ Wipe down stove/flattop area
13. ☐ Wipe outside of fryer
14. ☐ Be sure to clean any grease from fryer off the floor
15. ☐ Clean up any spills inside of reach in cooler
16. ☐ Sanitize hot serving lines if used
17. ☐ Clean out hot boxes of any food
18. ☐ Remove all food unless you have a prior arrangement with the school.

Appendix 12A

Space User Agreement: Moylan Hall

(Page 1 of 3)



Our Lady of the Assumption Catholic Church

Space User Agreement: Moylan Hall (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: 220 people
Set-up: Rows of chairs, Podium, Microphone
AV: Monitor with HDMI port. Bring your own laptop with HDMI port.

Dinner/Events with Tables

Capacity: 180 people
Set-up: R6' Round tables, 6' rectangular tables, and/or card tables, if available
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: _____

Additional Set-Up Requested

(Please note that use of tables/tablecloths in Marist Hall is based upon availability)

of Round Tables Requested: _____ # of Round Tablecloths Requested: _____

of Rectangular Tables Requested: _____ # of Rectangular Tablecloths Requested: _____

Equipment Requested: Microphon _____ Podium _____
Monitor (Must provide your own laptop and HDMI cord _____

Space User Agreement: Moylan Hall



Our Lady of the Assumption Catholic Church

Space User Agreement: Moylan Hall (Page 2 of 3)

Meeting Space Checklist

- _____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer (jtschweizer@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) one month prior to the event. (\$70/hr. 3 hour minimum Subject to change.)
- _____ 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. 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.)
- _____ Laundered tablecloths will be returned to the parish office within 3 days of the event.
- _____ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at jtschweizer@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 (jtschweizer@olachurch.org), and Mandy Crock, OLA School Principal (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!*

Appendix 12C

Space User Agreement: Moylan Hall

(Page 3 of 3)



Our Lady of the Assumption Catholic Church

Space User Agreement: Moylan (Page 3 of 3)

Set Up Request

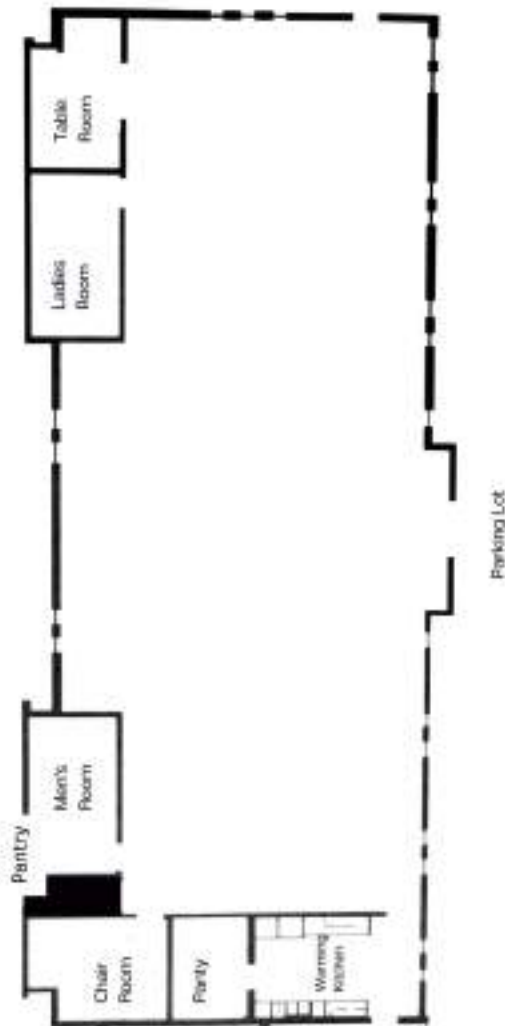
Name of Event: _____ Date of Event: _____

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.



Space User Agreement: Murray Center/Gym



Our Lady of the Assumption Catholic Church

Space User Agreement: Murray Center/Gym (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

Capacity: 250 people

Set-up: 6' Round tables, 6' rectangular tables, and/or card tables, if available

Special Notices: No alcohol is permitted. No guns or weapons of any kind are permitted.

Access to the stage is NOT allowed unless prior authorization is obtained through the school.

Floors must be swept if food or drinks are served.

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: _____

Set-Up Requested

of Round Tables Requested: _____ # of Round Tablecloths Requested: _____

of Rectangular Tables Requested: _____ # of Rectangular Tablecloths Requested: _____

Equipment Requested: Microphone ☐ Podium ☐



Our Lady of the Assumption Catholic Church

Space User Agreement: Murray Center/Gym (Page 2 of 3)

Meeting Space Checklist

- _____ Murray Center is not accessible prior to 6pm on school days.
- _____ No alcohol usage/service is permitted in the Murray Center.
- _____ 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. 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
- _____ 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.
- _____ Tables and chairs will be put up.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The floor will be swept and mopped if food and drinks are served.
- _____ Bathrooms will be checked to ensure they are in good condition.
- _____ All food and beverages will be removed from the premises at the conclusion of the event.
- _____ Laundered tablecloths will be returned to the parish office within 3 days of the event.
- _____ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at jswelzer@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 (jswelzer@olachurch.org), and Mandy Crock, OLA School Principal (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!*

Appendix 13C

(Page 1 of 3)

Space User Agreement: Murray Center/Gym



Our Lady of the Assumption Catholic Church

Space User Agreement: Murray Center/Gym (Page 3 of 3)

Set Up Request

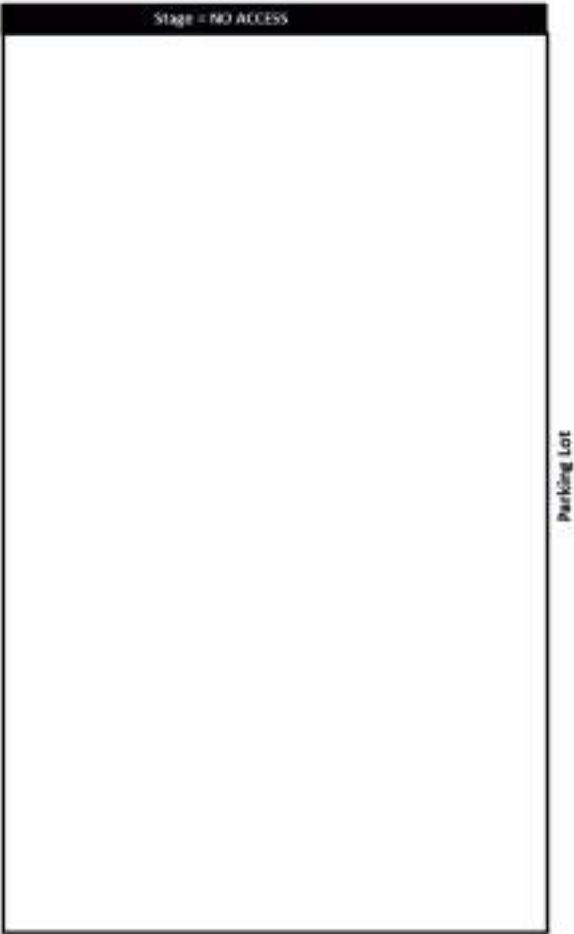
Name of Event: _____ Date of Event: _____

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. I further acknowledge that set-up assistance is not available on school nights.)

_____ Initial Here if set-up assistance is NOT requested.



Appendix 14

Space User Agreement: Parish Office Conference Room



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: _____

Frequency 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!

Appendix 15

Space User Agreement: School Library



Our Lady of the Assumption Catholic Church Space User Agreement: School Library

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: 16 People.
 Set-Up: 4 tables that seat 4 persons
 Special Notices: No alcohol is permitted.
 Do not prop open exterior doors.
 Do not allow access to the school areas outside of the Chapel Center.
 Do not move tables.

Please initial each item acknowledging the following:

- _____ Alcohol is not permitted.
- _____ 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.
- _____ Adult to youth ratios:
 - 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!*

Appendix 16A

Space User Agreement: Turf Field

(Page 1 of 2)



Our Lady of the Assumption Catholic Church

Space User Agreement: Turf Field (Page 1 of 2)

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**.

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: _____

Gate Unlock
Time: _____

Event Start/End
Time: _____

*Gate to be locked by Ministry
Leader at conclusion of the event.*

of People Expected: _____

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

Space User Agreement: Turf Field



Our Lady of the Assumption Catholic Church

Space User Agreement: Turf Field (Page 2 of 2)

Meeting Space Checklist

- _____ No alcohol is permitted.
- _____ No guns or weapons of any kind are permitted.
- _____ No drones permitted.
- _____ 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:
 - 18 - 36 months: 2 adults to 12 children
 - 3 - 4 years: 2 adults to 12 children
 - 5 - 10 years: 2 adults to 16 children
 - Junior High School: 2 adults to 16 youth
 - High School: 2 adults to 20 youth
- _____ No 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/decorations.
- _____ No permanent markers will be used.
- _____ The space will be left in the same - or better - condition than prior to the event.
- _____ No walking will be permitted on the padded wall.
- _____ Bathrooms are accessible through the gym door closest to the field. They will be checked to ensure they are in good condition at the end of the events.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The Turf will be swept and policed for garbage as needed.
- _____ All food and beverages will be removed from the premises at the conclusion of the event. This includes water bottles.
- _____ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at 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), and Mandy Crock, OLA School Principal (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!*

Appendix 17A

Space User Agreement: Upper Room

(Page 1 of 3)



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: _____

Space User Agreement: Upper Room



Our Lady of the Assumption Catholic Church

Space User Agreement: Upper Room (Page 2 of 3)

Meeting Space Checklist

- _____ 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 (jswitzerland@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) 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:
 - 18 - 36 months: 2 adults to 12 children
 - 3 - 4 years: 2 adults to 12 children
 - 5 - 10 years: 2 adults to 16 children
 - Junior High School: 2 adults to 16 youth
 - 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 jswitzerland@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 (jswitzerland@olachurch.org), and Mandy Crock, OLA School Principal (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!*

Appendix 17C

Space User Agreement: Upper Room

Page 3 of 3



Our Lady of the Assumption Catholic Church

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

Set Up Request

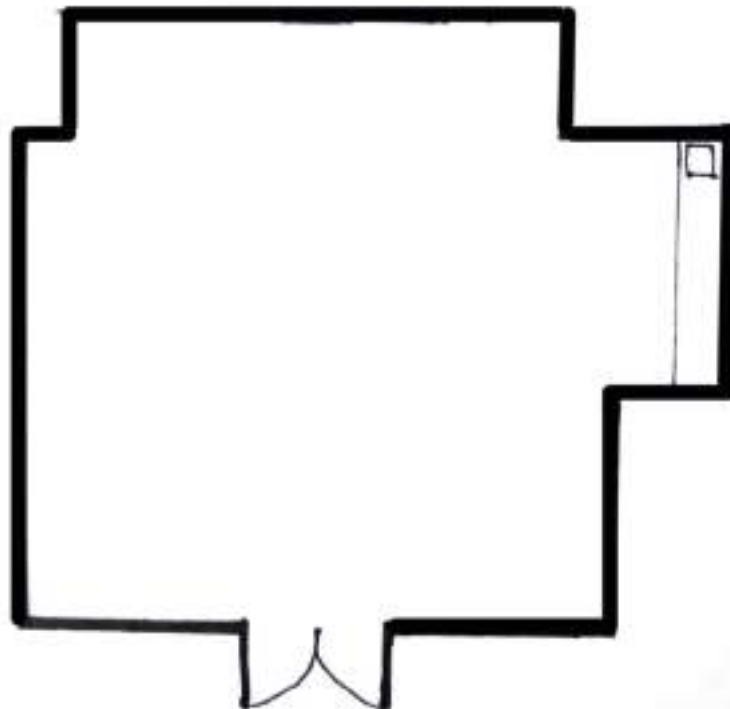
Name of Event: _____ Date of Event: _____

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.



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

Appendix 18

Space User Agreement: Youth Room



Our Lady of the Assumption Catholic Church

Space User Agreement: Youth Room (Page 1 of 1)

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:	Up to 20
Set-Up:	Conference Table Only
Special Notice:	Youth Ministry has priority booking of this space. If furniture is moved, it must be returned to the original position. Snacks, drinks, and other supplies are NOT available for your ministry's use.
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 allowed.
- _____ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility.
- _____ If furniture is moved, it will be returned to its original position.
- _____ 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!

Appendix 19

Archdiocesan Events Serving Alcohol Checklist



ARCHDIOCESE OF ATLANTA EVENTS SERVING ALCOHOL CHECKLIST

Please complete this checklist for ALL events requesting to serve alcohol.

Event Date: _____ Event Name: _____
 Parish or School Name: _____
 Event Coordinator: _____

Completed	Steps
☐	1. PASTOR/ADMINISTRATOR/PRINCIPAL APPROVAL: Pastor/Administrator/Principal has agreed that the party/event can be held in the parish/school facilities.
☐	2. OVERSIGHT: If alcohol is served, indicate name of the individual (not the pastor or principal) with overall responsibility for Event Coordination (note above).
☐	3. PERMIT AND INSURANCE: Georgia State Law does not allow for alcohol to be sold on church or school property except with a PERMIT and LICENSED CATERER. a. Alcohol permit can be obtained from the local municipality to sell alcohol for one day. b. A caterer should be hired and their license should be used.
☐	4. FOOD: Provide food at all functions where alcohol is being served.
☐	5. ENDING TIME: The event should stop serving alcohol one hour before the event is to end (note that time: _____).
☐	6. ALCOHOL SERVED AS HOST: Unless a PERMIT and CATERER are used, all alcohol must be furnished by the parish/school, as the "host". a. Alcohol cannot be sold, but may be provided. This is usually done on a "donation" basis, with consideration given to 2 token drink coupons per guest, for example. b. No "Cash Bars". c. No "BYOB" (Bring Your Own Beverage). Attendees are never permitted to bring alcohol to an event.
☐	7. LOCAL ADULT BARTENDER(S): If an insured caterer is not being used, there must be responsible adult serving as bartenders who are not imbibing. They must understand their responsibilities for keeping a close watch on anyone who may be "over-served". Indicate the individual handling this responsibility in the area below.
☐	8. LEGAL AGE: Bartender(s) must verify that anyone being served is of legal age.
☐	9. BACKUP TRANSPORTATION: Plans should be made for offering rides or taxi availability in case someone does drink too much. Transportation options should be made clearly available.
☐	10. SECURITY: Any time alcohol is present, security personnel should also be present.
☐	11. BEER AND WINE: It is preferably to limit alcohol to beer and wine only.
☐	12. OUTSIDE USAGE: If an outside group wants to rent the facility, a "Facility Usage Agreement" MUST be obtained, signed and sent to Catholic Mutual.
☐	13. ACCIDENT/INJURY CLAIMS: In the event of a significant accident claim, or injuries, if the guidelines in this Checklist were not followed, the local parish/school deductible would be increased up to \$150,000 (which is the Archdiocese deductible for such claims).

Person responsible for monitoring for excessive alcohol: _____

Parish/School staff verifying this information:

_____ Date: _____

Appendix 20

Annual Media Release Form for Minors



Annual Media Release Form

Complete One Form per Child

Child's Name:

Date of Birth:

School Year

(where applicable):

Our parish and/or school, _____, uses images, interviews, and videos of our children for a variety of internal and external communications. Our forms of internal and external communications include but are not limited to: print, such as newspapers, bulletins, and newsletters; photographs and digital images; film and videos; web posts, web pages, and image carousels; social networking platforms including but not limited to Facebook, Twitter, and Instagram.

We follow the Archdiocese of Atlanta's [Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors](#). Please see this resource for more information.

Please indicate below whether our parish and/or school has permission to circulate interviews, images, and/or videos of your child for all parish and/or school events for one year:

☐

I hereby grant permission for the following parish and/or school, _____, to use images and interviews of my child, _____, for internal or external communications for one year. My child may be photographed and/or interviewed for *The Georgia Bulletin*, and other media outlets. I understand content may be reprinted in *The Georgia Bulletin* or other media for public dissemination, including but not limited to film; video; television; radio; newspapers such as *The Atlanta Journal and Constitution*; websites and online platforms; and social media networks including but not limited to Facebook, Twitter, and Instagram. I release and relieve the parish and/or school, and the Archdiocese of Atlanta, from any responsibility or liability for any claims arising from the publication or reproduction of any photographs or interview in any news or other media. I waive any and all right to inspect or approve the finished images, video, or printed matter that may be used in conjunction with any image or video, or to approve the eventual use for which it may be applied.

I understand that photographs, videos, and/or interviews are being done with the knowledge and approval of the parish and/or school, and that a signed release form is required for every participating individual.

☐

NO, I do not want my child included in, nor my child's image used, in any internal or external communications. This does not include Catholic School yearbooks or newspapers.

Signature of Parent or Legal Guardian

Date

Print Name of Parent or Legal Guardian

Please contact your Parish Catechetical Leader or School Administration immediately to adjust your media release permissions.

FOR OFFICE USE ONLY: Supplant this release annually. Keep the most recent release until the child is 20.

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7800 • fax: 404-920-7801 • archatl.com

Date: _____

Our Lady of the Assumption Church
1406 Hearst Drive NE
Brookhaven, GA 30319

Date: _____

Phone Number: _____

Proposed Vendor: _____

Date: _____

Date: _____

Appendix 22

Check Request Form

Check Request

Our Lady of the Assumption Church
1406 Hearst Drive NE
Brookhaven, GA 30319

Requestor: _____

Make Check Payable to: _____

Address: _____

Email Address: _____

Telephone #: _____

Date: _____

* Please attach Original or Scanned Receipts (no .jpeg or .png files) to this form.
* Please attach copy of approved PO if over \$250.

Vendor	Date	Amount	Dept or Ministry	Description

Total: \$0.00

Signature of Requestor: _____ Date: _____

Authorized by: _____ Date: _____

Appendix 23

New Vendor Acknowledgement Form



VENDOR ACKNOWLEDGMENT FORM

_____ certifies that all employees working at
Name of Company

_____ effective _____ have
Name of Parish/School/Agency *Date*

successfully cleared a criminal background check which includes a national sex offender registry search and have not been convicted of a crime (other than minor traffic infractions). Depending on the specific nature of the work or position on diocesan premises, vendors/independent contractors may also be required to attend a designated Safe Environment training.

I have provided _____ with the following documents:
Name of Parish/School/Agency

- ☐ W-9 form on file
- ☐ Business license
- ☐ Liability insurance coverage (Refer to Policy for Hiring Independent Contractors)

Name of
Company Official

Signature of
Company Official

Company's Address and Phone Number

Date

Appendix 24

Sample W9

W-9 Form (Rev. March 2014) Department of the Treasury Internal Revenue Service Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information. Give form to the requester. Do not send to the IRS.		
Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.		
1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
2	Business name/disregarded entity name, if different from above.	
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following cover boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	
3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.	
4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
5	Address (number, street, and apt. or suite no.). See instructions.	
6	City, state, and ZIP code	
7	List account number(s) here (optional)	
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.		
Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.		
Part II Certification		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and		
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and		
3. I am a U.S. citizen or other U.S. person (defined below); and		
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person	
Date		
General Instructions		
Section references are to the Internal Revenue Code unless otherwise noted.		
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .		
What's New		
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.		
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3 (Form 1065).		
Purpose of Form		
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they		

Appendix 25A

Sample Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Agency 123 ABC Rd. Smyrna, GA 30080	CONTACT NAME: John Doe PHONE: XXX-XXX-XXXX FAX: XXX-XXX-XXXX EMAIL: 12345@abcinsurance.com ADDRESS:
--	--

INSURED ABC Construction, LLC 456 Construction Lane. Smyrna, GA 30080	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER/ AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Insurance Company A</td> <td></td> </tr> <tr> <td>INSURER B: Insurance Company B</td> <td></td> </tr> <tr> <td>INSURER C: Insurance Company C</td> <td></td> </tr> <tr> <td>INSURER D: Insurance Company D</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER/ AFFORDING COVERAGE	NAIC #	INSURER A: Insurance Company A		INSURER B: Insurance Company B		INSURER C: Insurance Company C		INSURER D: Insurance Company D		INSURER E:		INSURER F:	
INSURER/ AFFORDING COVERAGE	NAIC #														
INSURER A: Insurance Company A															
INSURER B: Insurance Company B															
INSURER C: Insurance Company C															
INSURER D: Insurance Company D															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIR. DATE (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO. ACCT ☐ LOC OTHER:	Y	12345678	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA. ACCIDENT) \$ 1,000,000 MED. EXP. (Any one person) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG. \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		91011215	1/1/2024	1/1/2025	COVERED SINGLE LIMIT (EA. ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LMB ☒ OCCUR ☐ EXCESS LMB ☐ CLAIMS-MADE (SEE RETENTION SO)		12345678	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/NAME MIXED/EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	WC19201122	1/1/2024	1/1/2025	☒ PER STATUTE ☐ OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Company's you are requesting COIs from can't specifically list the PARISH/SCHOOL as an Additional Insured in this box any longer due to BULLETIN 21-EX-9 from the Office of Commissioner of Insurance and Safety Fire. They can only add policy endorsements in this box.

For Example:

CG 20 10 12 19 ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

CG 20 33 04 13 ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONSTRUCTION CONTRACT WITH YOU

CERTIFICATE HOLDER
 (Ident Name of PARISH/SCHOOL)
 Archbishop Gregory J. Hartmayer, Archbishop of the Archdiocese of Atlanta,
 as Trustee of the AoA Parish Real Estate Trust, dated January 4, 2013, and His
 Appointed Successors and/or Administrators

 9401 Lake Park Dr. SE
 Smyrna, GA 30080-8862

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
 Name PARISH/SCHOOL to protect Parish/School Entity
 AUTHORIZED REPRESENTATIVE
 Name Archbishop & AoA Parish Real Estate to protect Property

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Appendix 25B

Sample Certificate of Liability Insurance

Insurers are no longer allowed to specifically list your Parish/School as an additional insured in the DESCRIPTION OF OPERATIONS section of the COI. They can only list applicable policy endorsements to show that they have the appropriate coverage on their policy.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Companies you are requesting COIs from can't specifically list the PARISH/SCHOOL as an Additional Insured in this box any longer due to BULLETIN 23-EX-9 from the Office of Commissioner of Insurance and Safety Fire. They can only add policy endorsements to this box.

For Example:

+CG 20 10 12 19 ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

+CG 20 33 04 13 ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONSTRUCTION CONTRACT WITH YOU

- Additional Insured-Owners, Lessees, or Contractors – Scheduled Person or Organization
 - This policy endorsements means the outside entity must specifically endorse you on to their policy for you to obtain additional insured status. You would need a copy of the policy endorsement to verify your Additional Insured status.
- Blanket Additional Insured When Required by Written Contract, Written Agreement
 - When this endorsement is listed on the COI, your Additional Insured status does not trigger unless there is a written contract/agreement in place requiring that they name you as an Additional Insured. No contract/agreement means no Additional Insured status.

To verify that the entity carries the Additional Insured coverage on their policy, the ADDL INSD must be marked "Y".

INSTR	TYPE OF INSURANCE	ADDL INSD	POLICY NUMBER
A	☒ COMMERCIAL GENERAL LIABILITY	☒ Y	12345678
	☐ CLAIMS-MADE ☒ OCCUR	☐ Y	
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO. JECT ☐ LOC ☐ OTHER		

ADDL INSD: SHOULD HAVE "Y"

CERTIFICATE HOLDER

The CERTIFICATE HOLDER section of the COI should list the following:

- Name of Parish/School
- Archbishop Gregory J. Hartmayer, Archbishop of the Archdiocese of Atlanta, as Trustee of the AoA Parish Real Estate Trust, dated January 4, 2013, and His Appointed Successors and/or Administrators.

Naming the Parish/School protects the legal entity that is the Parish/School from liability.

Naming the Archbishop and AoA Parish Real Estate Trust protects the Property owner from liability.

CERTIFICATE HOLDER

Name of Parish/School:

Archbishop Gregory J. Hartmayer, Archbishop of the Archdiocese of Atlanta, as Trustee of the AoA Parish Real Estate Trust, dated January 4, 2013, and His Appointed Successors and/or Administrators

2401 Lake Park Dr. SE

Atlanta, Georgia 30316

Appendix 26

Vendor Hold Harmless/Indemnity Agreement

Vendor Hold Harmless/Indemnity Agreement

PARISH: _____

PARISH is understood to include the (Arch)Diocese of _____

VENDOR: _____

TYPE OF VENDOR: _____

DATES OF USE: _____

The above named VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named VENDOR at the above named PARISH.

VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000) per occurrence. VENDOR also agrees to have the PARISH named as an **"Additional Insured"** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the VENDOR'S activities. It is agreed that VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if VENDOR fails to comply with the above (second) paragraph, then VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against the PARISH by the above named VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

VENDOR and PARISH agree that this agreement overrides any insurance or indemnification language in conflict with this agreement when it is attached to an existing contract whether or not the existing contract has been previously signed or will be signed in the future.

SIGNED BY: _____

DATE: _____

(Must be an official agent of VENDOR)

NAME AND TITLE PRINTED: _____

DATE: _____

This Vendor Hold Harmless/Indemnity Agreement stands on its own as a legal contract between VENDOR and PARISH should this addendum not be incorporated or attached to an existing contract.

(Rev. 11/2023)

Appendix 27

Inflatables/Bounce House Rules

INFLATABLES/BOUNCE HOUSE RULES

1. Unit must be operated over a smooth surface such as grass or a hard top surface. Do not operate on rough surfaces such as rocks, bricks, glass or any jagged object(s).
2. Unit must be anchored prior to use and deflated in high winds or gusts.
3. Do not allow unit to be located within five feet of any fixed object such as a wall or pole.
4. Make sure air intake has no obstructions or kinks as this could cause collapse of unit.
5. Do not set unit up next to rides or equipment that uses diesel, gasoline, or propane fuel.
6. Always have an adult present to screen and supervise riders.
7. Do not allow anyone to jump or play on a partially-inflated unit.
8. Do not allow riders to play or climb on outside walls, sides, or roof of unit.
9. Do not allow riders to hang on or pull netting or columns.
10. Do not allow flips, horseplay, or roughhousing on unit.
11. Always follow the allowed number of riders, which should be listed on the rental agreement, as each inflatable is different in size.
12. Compatible age groups must play on equipment at same time. Age groups must not be mixed.
 - Recommended groups:
 - a. Age 3-4
 - b. Age 5-7
 - c. Age 8-12
 - d. Age 13-16
 - e. Age 16 and older
13. ALWAYS follow contract operation guidelines for numbers allowed in each group according to size of unit rented.
14. All riders must remove shoes, eyeglasses, and other sharp objects before entering unit. SOCKS MUST BE WORN.
15. Do not plug or unplug blower repeatedly as it will cause overheating and damage.
16. NEVER put a hose or water on the unit.
17. In case of rain, remove riders immediately. Jumping surface is slippery and dangerous when it becomes wet. Unplug motor from electrical source. After deflated, fold unit upon itself to keep play area dry.

(Rev. 09/2020)

Appendix 28

Accident/Injury Report

ACCIDENT /INJURY REPORT (Non-Employees)

Archdiocese of Atlanta

Date _____ Person Completing Report _____

Parish Name _____ Telephone Number _____ Ext _____

Parish Address _____

Date of Accident _____ Time of Accident _____ (PM) or (AM)

Describe Accident Area _____

Facts of Accident _____

Name of Injured Person _____

Date of Birth _____

If Minor (under age 18) Parent or Guardian _____

Address _____

Phone Number _____

Nature of Injury _____

Emergency Medical Called (Yes) _____ or (No) _____ Transported to Hospital (Yes) _____ or (No) _____

Name(s) and Telephone Numbers(s) of Witnesses _____

Please email this form to Alex Hagan at Ahagan@catholicmutual.org

Catholic Mutual Group
2401 Lake Park Drive
Smyrna, GA 30080
404-920-7375

Appendix 29

Event Reconciliation Form

Event Reconciliation Form

Our Lady of the Assumption Church
1406 Hearst Drive NE
Brookhaven, GA 30319

Event Details

Event Name: _____
Date of Event: _____
Organizer Name/Ministry: _____
Location/Venue: _____
Event Start Time: _____
Event End Time: _____

Detailed Cash Breakdown

\$100 bills:	Count:		Total:	
\$50 bills:	Count:		Total:	
\$20 bills:	Count:		Total:	
\$10 bills:	Count:		Total:	
\$5 bills:	Count:		Total:	
\$1 bills:	Count:		Total:	
Coins			Total:	
Total Cash Collected				0.00

Additional Payment Methods

Checks Received	Count:		Total:	0.00
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Deposit Preparation

Total Cash Ready for Deposit	0.00
Total Checks Ready for Deposit	0.00
Total for Deposit (Cash & Checks)	0.00

Date of Deposit: _____
Bag Number: _____

Please put this form and the money/checks in the bag you have been given.
Two signatures on both this form and the bag.
Place the bag in one of the Church's safes immediately following the event. Thank you

Signatures

Prepared by (Name & Signature) _____
Reviewed by (Name & Signature) _____
Date: _____

Appendix 30

General Campus Guidelines

Pastor: Father Daniel P. Ketter, JCL, dketter@olachurch.org

Business Manager: Jim Schweizer, jschweizer@olachurch.org

Facilities Scheduler/Director of Communications: Anne Stephens, astephens@olachurch.org

Director of Facilities: Jon Mangiaracina, jmangiaracina@olachurch.org

Listed below are some basic guidelines that are in place when using any facilities on the OLA campus. This is NOT a complete list of parish policies.

1. All scheduling requests MUST be submitted to Anne Stephens via the parish website.
2. Advertising requests for your meeting/event must be submitted to Anne Stephens at www.olachurch.org/bulletin-submissions.
3. Space User Agreements and Set-Up Requests must be submitted to Jon Mangiaracina (jmangiaracina@olachurch.org) and Jim Schweizer (jschweizer@olachurch.org) no later than 2 weeks prior to the scheduled event/meeting.
4. All parish policies and procedures are determined by the pastor. Ministries and individuals cannot make policies for the parish.
5. No "room hopping." Access is permitted only to the room(s) scheduled for your event/meeting.
6. The facility is only available for the assigned time that has been scheduled. Do not arrive early or stay late. You must be out of the reserved space as scheduled.
7. If an event is cancelled, the individual who made the initial reservation is responsible for notifying the parish office as soon as possible. Notify Karen Kotara, kkotara@olachurch.org, and Anne Stephens, astephens@olachurch.org, in the event of a cancellation. This is important to make the space available for others, for security purposes, to discontinue marketing.
8. The OLA Campus is smoke-free.
9. Alcohol can only be served after approval from the Parish Office and in accordance with the parish alcohol policy. Alcohol can NOT be served in areas of the school (Chapel Center, School Library, Marist Hall/Kitchen, Murray Center). BYOB is never allowed.
10. Children must never be left unattended. All children under 16 must be supervised by a parent or other Virtus-trained adult.
11. Rooms are not equipped to accommodate materials storage. All materials used are to be removed at the close of each meeting/event. This includes the narthex closet in the church. Any unclaimed items will be discarded.
12. Rooms should be left clean after your meeting/event. This includes wiping down tables, sweeping/vacuuming, replacing any outlet covers that were removed during the event, emptying trash to dumpster, and breaking down the table/chair set-up (unless notified otherwise).
13. Food and beverages should be removed after the event. Do not leave food/beverages in refrigerator or in pantries. Leftover items will be discarded.
14. Reserved equipment should be left in the meeting space.
15. Lights should be turned off after the completion of each meeting/event.
16. The Columbarium/Garden of Memories in front of the Church is NOT a play area for children. All children MUST be accompanied by a parent or other VIRTUS trained adult.
17. Guns or weapons of any kind are forbidden.

Many, many people use this campus. Please be a good steward of the campus and clean up any mess you make to help keep our facilities in good condition for everyone!

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Our Lady of the Assumption

Catholic Church

1406 Hearst Dr. NE, Brookhaven, GA 30319