



# Our Lady of the Assumption Catholic Church

## Space User Agreement: Marist Hall Kitchen/School Cafeteria Kitchen

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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: \_\_\_\_\_

**Initial each item below to acknowledge space rules.**

- \_\_\_\_\_ 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 Crock, OLA School Principal (mcrock@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!*



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### 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.