

# OLA Meeting Space User Agreement

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 located at 1350 Hearst Drive, Brookhaven, GA 30319. On the back of this page please create a diagram of the set-up required. **The agreement and diagram must be signed and returned to Nimi Wani at the parish office no later than TWO WEEKS prior to the date of the event.**

## This Section is Required for Everyone Using Meeting Space

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

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

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

Meeting Space Requested (Circle One):      Moylan Hall      Upper Room      Gym      Marist Hall

Type of Event (Circle One):      Parish Function      Outside Event      Wedding      Funeral

## The Upper Room

Upper Room has a maximum capacity of 45 persons when set up with 'theater' style seating. There are 8 (2'x6') tables that can hold 3 to 4 persons each, depending on the set up.

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

## Marist Hall/Moylan Hall/Gym

# of Round Tables: \_\_\_\_\_ # of Rectangle Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

Caterer (Yes) (No)      Dishwasher Needed: (Yes) (No)      Tablecloths Needed: (Yes) (No)

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

Pantry: The Pantry in Moylan Hall is only available for Parish Functions and Funeral Receptions

Please initial each item acknowledging the following:

- \_\_\_\_\_ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the parish office 2 weeks prior to the event along with this form. Request for a police officer must be submitted one month prior to the event.
- \_\_\_\_\_ Children are to be supervised at all times to ensure their safety and the cleanliness of the facility.
- \_\_\_\_\_ No running is allowed in any meeting space, except the gym.
- \_\_\_\_\_ All requirements of the *OLA Meeting Space Check List* will be adhered to and the space will be left in the same - or better - condition than prior to the event.
- \_\_\_\_\_ See page 2 for set-up details.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

## Meeting Space Set-Up

### Tablecloths:

# Round tablecloths needed: \_\_\_\_\_

# Long tablecloths needed: \_\_\_\_\_

### AV Needs (Circle ALL that apply)

Microphone

Sound System

TV

DVD

### Table/Chair Set-Up Below (or attach):

# OLA Meeting Space Check List

Bring this check list to your event to ensure that the meeting space is properly used and left in the same - or better - condition than prior to the event.

Check Items as you complete them to insure that our facilities remain in the best possible condition.

- \_\_\_\_\_ No candles are allowed.
- \_\_\_\_\_ No helium balloons are allowed.
- \_\_\_\_\_ All food must be removed from the premises (do not leave in the refrigerator).
- \_\_\_\_\_ Tables and Chairs must be taken down and put away. (Moylan/Marist Hall/Gym)
- \_\_\_\_\_ Carpeted Floors must be vacuumed. (Moylan/Upper Room)
- \_\_\_\_\_ Tile and Vinyl Floors must be swept. Parish maintenance will mop after the event.
- \_\_\_\_\_ All tables, counters, and sinks must be wiped clean.
- \_\_\_\_\_ Pantry must be left in order with all used items cleaned and returned to marked spaces. (Moylan)
- \_\_\_\_\_ All trash must be bagged and left in one of the dumpsters:
  - Marist Hall/Gym - Main Dumpster across from Gym
  - Moylan Hall/Upper Room - Dumpster outside kitchen of Moylan Hall.
- \_\_\_\_\_ Laundered table cloths, dish towels, and aprons must be returned to the parish office within three days of the event.
- \_\_\_\_\_ Dishes and Coffee Pots must be cleaned, dried, and put away in the correct place in the pantry. (Moylan)
- \_\_\_\_\_ The Dishwasher is available for use by caterers with a refundable deposit of \$200. All food items must be scraped from dishes prior to loading.
- \_\_\_\_\_ Check bathrooms to make sure that they are in good condition.