Space User Agreement: Church Plaza

Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

This document must be filled out by all persons/ministries that book the Church Plaza at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required Meeting Space Checklist. 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.

The document must be signed and returned to Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org) and Anne Stephens, Parish Life Coordinator (astephens@olachurch.org), at the parish office **no later than TWO WEEKS prior to the date of the event**.

Only the Original Form or Scanned PDFs will be accepted. No Photos.

Name of Event: _____ Date of Event: _____

Ministry: _____ Contact Name: _____

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:	Variable
Configuration:	Tables , Chairs, and Tents are available in a limited capacity.
Notes:	The Church is not to be accessed during any event held in the Church Plaza and surrounding area.
	The Garden of Memories is not to be accessed during any event held in the parking lot and/or surrounding area.

Space User Agreement: PARKING LOT & GROUNDS

Our Lady of the Assumption Catholic Church *(Page 2 of 2)*

Please initial each item acknowledging the following:

_____ No alcohol, drugs, smoking, vaping, illicit substances, 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 space. Children will NOT be allowed on either 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 glitter or confetti will be used. No permanent markers will be used. Arts & Crafts require the use of a plastic table cloth, supplied by the ministry.

_____ 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 in the appropriate storage area.

_____ The Church will not be accessed.

_____ The Garden of Memories will not be accessed.

_____ Trash, if any, will be emptied taken to the dumpster across from the turf field. (Not left in the one outside the kitchen door.)

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Food left in the Moylan Hall kitchen or refrigerator 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 jschweizer@olachurch.org will be contacted to submit an *Archdiocesan Accident/Injury Report* immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.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!