



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!*