Space User Agreement: Parish Office Conference Room *(Page 1 of 1)*

Our Lady of the Assumption Catholic Church

The document and diagram 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.

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.
Configuration:	Conference Table Only. **No other set-up is available.**
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.
Building Access:	Group leader must contact Bryan Shepherd for an access code.

Please initial each item acknowledging the following:

_____ No 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 facility.

_____ Youth Room supplies will not be used.

_____ Other parish offices and meeting spaces will not be accessed nor office supplies used.

_____ No tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.

_____ No permanent markers, glitter, or confetti will be used. Arts & Crafts required the use of a plastic table cloth, supplied by the ministry, is required.

_____ No running is allowed.

_____ Trash, if any, will be emptied to the dumpster across from the turf field.

_____ 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!