Space User Agreement: The Upper Room *(Page 1 of 3)*

Our Lady of the Assumption Catholic Church

The first page of this document must be filled out by all persons/ministries that book the Upper Room 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.

On **Page Three** of this agreement create a diagram of the ***requested*** **set-up.** Please note that set-up by our facilities staff is not always possible.

The agreement 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. Set-up requests are not guaranteed.

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

SPACE SPECIFICS

Theater/Assembly Style Seating

Capacity:	30 people
Configuration:	Rows of chairs, Podium, Microphone
AV:	Monitor with HDMI port. Bring your own laptop with HDMI port.
Special Notice:	Do not prop open exterior doors.

Dinner/Events with Tables

Capacity:	24 people
Configuration:	60" x 18" rectangular tables with chairs
AV:	Monitor with HDMI cable. Bring your own laptop with HDMI port.

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: _____

Fequency of Meeting: One Time _____ Recurring _____

If recurring, list start date: _____

If recurring, list end date: _____

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Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ No drugs, smoking, vaping, illicit substances, guns, or weapons of any kind are permitted.

_____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer (jschweizer@olachurch.org) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens (astephens@olachurch.org) one month prior to the event. ($100/hr. 3 hour minimum Subject to change.)

_____ If children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. Children will NOT be allowed on the 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

_____ Running will NOT be permitted.

_____ No helium balloons will be used.

_____ No candles will be used.

_____ No glitter or confettie will be used.

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

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

_____ If food and beverage are served, tables will be wiped down. Chairs will also be wiped down as needed.

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

_____ The floor will be vacuumed if needed.

_____ Replace any outlet covers that were removed during the event. Notify facilities if any are missing.

_____ The hallway bathroom will be checked to ensure it is in good condition.

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator. It will be thrown away.)

_____ The space will be left in the same – or better – condition than prior to 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, Director of Campus Facilities (bshepherd@olachurch.org), will be notified immediately.

_____ _____

Minstry Leader Signature Date

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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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Set Up Request

Name of Event: _____ Date of Event: _____

Ministry Name: _____

Leader: _____ Contact Info: _____

_____ Initial Here if set-up assistance is requested. (I acknowledge that facilities staff is not always available for set-up.)

_____ Initial Here if set-up assistance is NOT requested.

