Space User Agreement: Church Narthex

Our Lady of the Assumption Catholic Church

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 even**t.

Only available set-up consists of one table.

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: _____

Fequency of Meeting: One Time ____ Recurring ____

If recurring, list start date: _____ If recurring, list end date: _____

# of People Expected: _____

____ No alcohol, drugs, smoking, 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.

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

____ The space will be left in the same – or better – condition than prior to the event. he end of the events.

____ Trash, if any, will be disposed in the proper receptacle.

____ No food or beverages (except water) are permitted.

____ 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, a note will be left in the Choir Room and Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Jake Mappes, Director of Music & Liturgy (jmappes@olachurch.org) will be notified immediately.

_____ _____

Minstry Leader Signature Date

Thank you for adhering to these policies! Working together, we can keep our parish and schools in good shape, sparkling clean!