

Our Lady of the Assumption Catholic Church

Space User Agreement: School Library

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:
	Ministry
Phone:	
Set-up	Door Unlock
Date/Time:	Time:
Event Start/End	Door Lock
Time:	Time:
# of People Expected:	
# Of People Expected.	
Fequency of Meeting: One Time Recurring	If recurring, list start date:
SPACE SPECIFICS	
Capacity: 16 People.	
Set-Up: 4 tables that seat 4 persons	
pecial Notices: No alcohol is permitted.	
Do not prop open exterior doors. Do not allow access to the school areas outside of the Chanel Center.	
Do not move tables.	of dreas outside of the Charlet Center.
Please initial each item acknowledging the following	
Alcohol is not permitted.	
No guns or weapons of any kind are permitted.	
If Children are present, they will be superv	vised at all times to ensure their safety and the
cleanliness of the facility.	
———— 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 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 spa	ice, except the gym.
No permanent markers or glitter will be us	sed.
Trash, if any, will be emptied to the dump	ster.
Tables will be wiped down/cleaned at en	d 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.	•
Minstry Leader Signature	Date