Space User Agreement: Moylan Hall

Our Lady of the Assumption Catholic Church *(Page 1 of 3)*

Page 1 of this document must be filled out by all persons/ministries that book Moylan Hall at Our Lady of the Assumption Catholic Church.

Page 2 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.

Page 3 of this agreement is where you will create a diagram of the requested set-up. Please note that set-up by our facilities staff is not always possible.

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 event.

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

SPACE SPECIFICS

Theater/Assembly Style Seating

Capacity:	220 people
Set-up:	Rows of chairs, Podium, Microphone
AV:	Monitor with HDMI port. Bring your own laptop with HDMI port.

Dinner/Events with Tables

Capacity:	180 people
Set-up:	6' Round tables, 6' rectangular tables, and/or card tables, if available
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: _____

Frequency of Meeting: One Time ☐ Recurring ☐ If recurring, list start date: _____

Additional Set-Up Requested

of Round Tables Requested: _____ # of Round Tablecloths Requested: _____

# of Rectangular Tables Requested: _____ # of Rectangular Tablecloths Requested: _____

Equipment Requested: Microphone ☐ Podium ☐

Monitor (Must provide your own laptop and HDMI cord) ☐

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Meeting Space Checklist

_____ 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 via the online link (www.olachurch-forms.org/police-officer-request) one month prior to the event. ($100/hr. 3 hour minimum Subject to change.)

_____ 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. 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 confetti 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 require the use of a plastic table cloth, supplied by the ministry.

_____ The space will be left in the same – or better – condition than prior to the event.

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

_____ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager. Tables go in table room past girls bathroom. Chairs to be stacked in carts (be sure they all face the same direction).

_____ Trash, if any, will be emptied taken to the dumpster across from the turf field. (Not left in the one outside the kitchen door.)

_____ The floor will be vacuumed if needed.

_____ Outlet covers that were removed during the event will be replaced. Notify facilities if any are missing.

_____ Bathrooms will be checked to ensure they are in good condition.

_____ If the kitchen is used, it will be cleaned up. That includes wiping down countertops, sweeping/mopping the floor, cleaning dishes the group used.

_____ Dishes, containers, and utensils will be cleaned, dried, and returned to the pantry where they were found.

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Food left in the kitchen or refrigerator will be thrown away.)

_____ Laundered tablecloths will be returned to the parish office within 3 days of 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.

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!

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Our Lady of the Assumption Catholic Church *(Page 3 of 3)*

Set Up Request

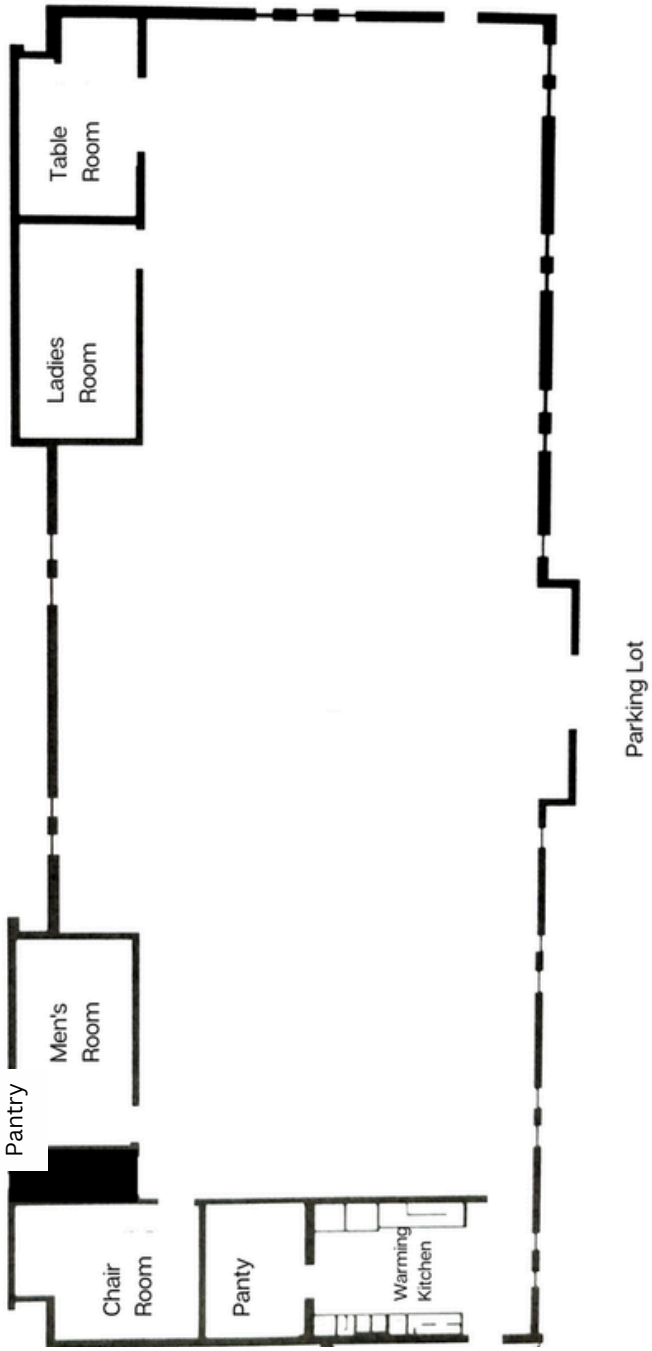
Name of Event: _____ Date of Event: _____

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.



Set-Up Requested

Set-Up Style

Theater/Assembly Style _____

Dinner/Event Style with Tables _____

# of Round Tables Requested:

_____

# of Rectangular Tables Requested:

_____

# of Round Tablecloths Requested:

_____

# of Rectangular Tablecloths Requested:

_____

Equipment Requested:

Microphone _____ Podium _____

Monitor (Must provide your own laptop and HDMI cord _____

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