Space User Agreement: Scout Room

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, Parsih 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.

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

Set-Up: Rectangular Tables and Chairs

Please initial each item acknowledging the following:

_____ No alcohol, 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.

_____ 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 permanent markers, glitter, or confettie will be used.

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

_____ Tables 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.

_____ 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 (found at www.olachurch.org/ministry-leaders immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org), will be notified immediately.

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_____ _____

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!