Space User Agreement: Choir Room

Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

Page One of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required ***Meeting Space Checklist Agreement.***

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.

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry: _____

Phone: _____ Ministry Email: _____

Set-up Date/Time:
_____

Event Start/End Time:
_____

# of People Expected: _____

Fequency of Meeting: One Time _____ Recurring _____

If recurring, list start date: _____

If recurring, list end date: _____

There is no alternate set-up for this location except for the theater style choir seating.

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Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ No alcohol is permitted.

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

_____ Usage of the piano or any other instrument is prohibited without written permission from Jake Mappes, Director of Music & Liturgy (jmappes@olachurch.org)

_____ 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/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. No glitter or confetti will be used.

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

_____ Bathroom is located in upper level hallway. It will be checked to ensure it is in good condition at the 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

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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!