

# OLA Meeting Space User Agreement, Checklist & Set-Up

## The Upper Room

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

**On page 3 of this agreement** create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office **no later than TWO WEEKS prior to the date of the event. Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Late submissions cannot be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.

### This Section is Required for Everyone Using The Upper Room

*The Upper Room is located on the second floor of the church.*

Capacity: Up to 30 depending on set-up

**Available Set-Up:** Theater/Assembly Style Seating  
**(Circle One)** Capacity: 30 people  
Set-up: Rows of chairs, Podium, Microphone  
AV: Monitor with HDMI port. Must bring laptop with HDMI port.  
Special Notices: Do not prop open exterior doors.

Theater/Assembly Style Seating  
Capacity: 24 people  
Set-up: 60" x 18" rectangular tables, and chairs  
AV: Monitor with HDMI port. Must bring laptop with HDMI port.  
Special Notices: Do not prop open exterior doors.

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time Recurring

# The Upper Room Usage Checklist

Please initial each item acknowledging the following:

- \_\_\_\_\_ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the parish office 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) one month prior to the event.
- \_\_\_\_\_ 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:
  - Elementary youth and younger: 1 adult per 6 kids
  - Middle School youth - 1 adult per 8 kids
  - High School youth - 1 adult per 10 teens
- \_\_\_\_\_ No candles 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Trash, if any, will be emptied in the dumpster.
- \_\_\_\_\_ All food and beverages (especially alcohol) will be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator.)
- \_\_\_\_\_ 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, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@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 Upper Room and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

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Signature of Ministry Leader

Date

**Thank you for adhering to these policies!**

**Working together, we can keep our parish and school home in good shape, sparkling clean,  
and ready for the next group who will use the facilities!**

# The Upper Room Set-Up Request

## Upper Room Set-Up Request

Date & Time of Event: \_\_\_\_\_

Ministry/Ministry Leader: \_\_\_\_\_

Ministry Leader Contact: \_\_\_\_\_

