Space User Agreement: Murray Center/Gym *(Page 1 of 3)*

Our Lady of the Assumption Catholic Church

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

Page Two 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 Tree 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 and diagram 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

Capacity:	250 people
Configuration:	6' Round tables, 6' rectangular tables, and/or card tables, if available
Special Notices:	No alcohol is permitted. No drugs, guns, or weapons of any kind are permitted. Access to the stage is NOT allowed unless prior authorization is obtained through the school. ***Floors must be swept if food or drinks are served. Spills must be cleaned up.***

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry Name: _____

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: _____

If recurring, list end date: _____

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Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ Murray Center is not accessible prior to 6pm on school days.

_____ No alcohol usage/service is permitted in the Murray Center.

_____ 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

_____ No helium balloons will be used.

_____ 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, glitter, or confetti will be used. Arts & Crafts require the use of a plastic table cloth, supplied by the ministry, is required.

_____ Tables and chairs will be put up.

_____ Trash, if any, will be emptied in the dumpster.

_____ The floor will be swept and liquid spill wiped up if food and drinks are served.

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

_____ All food and beverages will be removed from the premises at the conclusion of the event.

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

_____ If food and beverage are served, tables will be wiped down.

_____ 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* 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.

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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!

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Our Lady of the Assumption Catholic Church

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. I further acknowlege that set-up assistance is not available on school nights.)

_____ Initial Here if set-up assistance is NOT requested.

Set-Up Requested

# of Round Tables Requested:

_____

# of Rectangular Tables Requested:

_____

# of Round Tablecloths Requested:

_____

# of Rectangular Tablecloths Requested:

_____

Equipment Requested:

Microphone _____ Podium _____

