Space User Agreement: Parish Office Fire Pit

Our Lady of the Assumption Catholic Church

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

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

The agreement must be signed and returned to Bryan Shepherd bshepherd@olachurch.org, Campus Director of Facilities, and Anne Stephens (astephens@olachurch.org), Parish Life Coordinator, at 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

Parking is not available in the office/rectory parking lot. Attendees must park on the lot located below the office outside the 2nd level of the church.

A responsible adult must be present at all times when the firepit is in use. Children/youth must be supervised at all times.

Use of the fire pit may be prohibited due to weather conditions, drought conditions, burn bans, high winds, or other safety concerns as established by the parish office.

The fire must be contained witn the designated fire pit.

The Ministry/Group is responsible for ensuring that the fire is completely extinguished before leaving the area.

No alcohol is permitted. No drugs, guns, or weapons of any kind are permitted.

Bird feeders cannot be bothered or moved.

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.

_____ Use of the firepit is permitted only with a confirmed booking/reservation.

_____ 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.

_____ 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

_____ The group understands that OLA staff may cancel or discontinue Fire Pit use at any time due to weather, safety concerns, or campus needs.

_____ The fire will remain completely contained within the designated Fire Pit.

_____ No person will enter, sit on, climb on, or otherwise misuse the Fire Pit.

_____ Nothing will be thrown into the fire other than approved firewood.

_____ Chairs, tables, decorations, coolers, and other items will be kept a safe distance from the Fire Pit.

_____ A suitable means of extinguishing the fire will be readily available throughout the event.

_____ Food may only be cooked or roasted over the Fire Pit when appropriate equipment is used and adults provide adequate supervision.

_____ Roasting sticks/skewers, if used, will be handled carefully and will not be left unattended around children.

_____ The fire will never be left unattended.

_____ The fire will be completely extinguished before the group leaves the area. Hot or smoldering coals will not be left unattended.

_____ The Fire Pit and surrounding area will be left in the same—or better—condition than prior to the event.

_____ Trash, if any, will be emptied in the dumpster across from the turf field

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

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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!