



Our Lady of the Assumption Catholic Church

Space User Agreement: Turf Field (Page 1 of 2)

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.

Page 2 of this agreement includes the required **Meeting Space Checklist Agreement**.

The agreement must be signed and returned to Jim Schweizer (jschweizer@olachurch.org) and Jon Mangiaracina (jmangiaracina@olachurch.org) at the parish office no later than TWO WEEKS prior to the date of the event. Late submissions cannot be accepted. **Originals or PDFs only, no photos.**

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry: _____

Phone: _____ Ministry
Email: _____

Set-up

Date/Time: _____

Gate Unlock

Time: _____

Event Start/End

Time: _____

Gate to be locked by Ministry

Leader at conclusion of the event.

of People Expected: _____

Frequency of Meeting: One Time ____ Recurring ____ If recurring, list start date: _____



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Meeting Space Checklist

- _____ No alcohol is permitted.
- _____ No guns or weapons of any kind are permitted.
- _____ No drones 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:
 - o 18 - 36 months: 2 adults to 12 children
 - o 3 - 4 years: 2 adults to 12 children
 - o 5 - 10 years: 2 adults to 16 children
 - o Junior High School: 2 adults to 16 youth
 - o High School: 2 adults to 20 youth
- _____ No balloons will be used.
- _____ No candles will be used.
- _____ No glitter will be used.
- _____ No tape, glue, or other adhesives will be used to affix items/decorations.
- _____ No permanent markers will be used.
- _____ The space will be left in the same – or better – condition than prior to the event.
- _____ No walking will be permitted on the padded wall.
- _____ Bathrooms are accessible through the gym door closest to the field. They will be checked to ensure they are in good condition at the end of the events.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The Turf will be swept and policed for garbage as needed.
- _____ All food and beverages will be removed from the premises at the conclusion of the event. This includes water bottles.
- _____ 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 Murray Center and Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Mandy Crock, OLA School Principal (mcrock@olaschool.org) will be notified immediately.

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!*