

Our Lady of the Assumption General Campus Guidelines

Facilities Scheduler: Karen Kotara, kkotara@olachurch.org
Facilities Manager: Jon Mangiaracina, jmangiaracina@olachurch.org

Listed below are some basic guidelines that are in place when using any facilities on the OLA campus. This is NOT a complete list of parish policies.

1. **All scheduling requests** MUST be submitted to Karen Kotara at kkotara@olachurch.org.
 - a. The Parish Calendar runs from July 1 to June 30 of the following year. The Parish Staff meets each May to set the calendar for the following calendar year.
 - b. In February a request for calendar bookings is sent to all ministry leaders for the following calendar year. A deadline in late March will be set.
 - c. Scheduling of a meeting space is on a *first come-first served* basis. Liturgy takes precedence over all other requests.
 - d. Requests received after the cut-off date will be reviewed after the May calendar meeting.
2. **Advertising requests for your meeting/event** should be submitted to Anne Stephens, astephens@olachurch.org at least 6 weeks prior to the meeting/event.
3. **Space User Agreements and Set-Up Requests** must be submitted to Karen Kotara at kkotara@olachurch.org no later than 2 weeks prior to the scheduled event/meeting.
4. **All parish policies and procedures are determined by the pastor.** Ministries and individuals cannot make policies for the parish.
5. **No “room hopping” please.** Access is permitted only to the room(s) scheduled for your event/meeting.
6. **The facility is only available** for the assigned time that has been scheduled. Do not arrive early or stay late. You must be out of the reserved space as scheduled
7. **If an event is cancelled**, the individual who made the initial reservation is responsible for notifying the parish office as soon as possible. Notify Karen Kotara, kkotara@olachurch.org, and Anne Stephens, astephens@olachurch.org, in the event of a cancellation.
8. **The OLA Campus is smoke-free.**
9. **Alcohol** can only be served after approval from the Parish Office and in accordance with the parish alcohol police. Alcohol can NOT be served in Marist Hall or the Murray Center.
10. **Children must never be left unattended.** All children under 16 must be supervised by a parent or other Virtus-trained adult.
11. **Rooms are not equipped to accommodate materials storage.** All materials used are to be removed at the close of each meeting/event. This includes the narthex closet in the church. Any unclaimed items will be discarded.
12. **Rooms should be left clean after your meeting/event.** This includes wiping down tables, sweeping/vacuuming, emptying trash to dumpster, and breaking down the table/chair set-up (unless notified otherwise).
13. **Food and beverages** should be removed after the event. Do not leave in refrigerator or in pantries.
14. **Reserved equipment** should be left in meeting space.
15. **Lights** should be turned off after the completion of each meeting/event.
16. **The Columbarium/Garden of Memories in front of the Church is NOT a play area for children.** All children MUST be accompanied by a parent or other VIRTUS trained adult.
17. **Many, many people use this campus.** Please be a good steward of the campus and clean up any mess you make to help keep our facilities in good condition for everyone!