

# OLA Meeting Space User Agreement

## Chanel Center/Parish Office Conference Room/School Library/Youth 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 located at 1406 Hearst Drive, Brookhaven, GA 30319.

**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**. Originals or PDFs only, no photos. 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 Meeting Space

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

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

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

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

Meeting Space Reserved:      Chanel Center      Parish Office Conference Room  
   School Library      Youth Room

### Chanel Center

*The School Library is located in the school and is accessed through the main entrance.*

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

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

Capacity:            36 people            Set-up:            6 tables that seat 6 per table

Special Notice:      No AV equipment available.

                                 Please do not move tables.

                                 Do not allow access into the school areas outside of the Chanel Center.

                                 Do not prop open exterior doors.

### Parish Office Conference Room

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

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

Capacity:            10 people            Set-up:            Conference Table Only

AV Equipment:      Monitor with HDMI port. Must bring laptop with HDMI port with you.

Special Notice:      Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.

                                 Do not prop open exterior doors.

## School Library

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

Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Door Lock Time: \_\_\_\_\_

*The School Library is located in the school and is accessed through the main entrance.*

Capacity: 16 people

Set-up: 4 tables that seat 4 per table

Special Notice: No AV equipment available.

Do not move tables.

Do not allow access into the school areas outside of the School Library.

Do not prop open exterior doors.

## Youth Room

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

Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Door Lock Time: \_\_\_\_\_

Capacity: Up to 20

Set-up: 4 couches, 2 chairs. You can bring your own seating or sit on the floor.

Room Rules: If you move furniture, please put it back in the original position.

Snacks, Drinks, and Supplies in the room are NOT available for your use. These are for the Youth Ministry.

AV Equipment: Monitor with HDMI port – bring your own HDMI cord. Must bring laptop with HDMI input.

Parking: Parking for the Youth Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.

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 tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.

\_\_\_\_\_ No running is allowed in any meeting space, except the gym.

\_\_\_\_\_ No permanent markers will be used.

\_\_\_\_\_ Trash, if any, will be emptied to the dumpster.

\_\_\_\_\_ Wipe down/clean tables at end of event.

\_\_\_\_\_ All food must be removed from the premises.

\_\_\_\_\_ All requirements of this *Check List* will be adhered to, and the space will be left in the same - or better - condition than prior to the event.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date