



Our Lady of the Assumption Catholic Church

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

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**. 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.

On page 3 of this agreement create a diagram of the **requested set-up**. Please note that set-up

The agreement and diagram 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.**

SPACE SPECIFICS

Capacity: 250 people

Set-up: 6' Round tables, 6' rectangular tables, and/or card tables, if available

Special Notices: No alcohol is permitted. No 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.

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry: _____

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: _____

Set-Up Requested

of Round Tables Requested: _____ # of Round Tablecloths Requested: _____

of Rectangular Tables Requested: _____ # of Rectangular Tablecloths Requested: _____

Equipment Requested: Microphone ____ Podium ____



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Meeting Space Checklist

- _____ Murray Center is not accessible prior to 6pm on school days.
- _____ No alcohol usage/service is permitted in the Murray Center.
- _____ No 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:
 - 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 helium 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/decoration on the walls, floors, equipment, fixtures, or tables.
- _____ No permanent markers will be used.
- _____ The space will be left in the same – or better – condition than prior to the event.
- _____ If food and beverage are served, tables will be wiped down.
- _____ Tables and chairs will be put up.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The floor will be swept and mopped 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.
- _____ 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!*



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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 acknowledge that set-up assistance is not available on school nights.)

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

Stage = NO ACCESS

Parking Lot