



Space User Agreement: Parish Office Conference Room (Page 1 of 1)

Our Lady of the Assumption Catholic Church

This document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church. The agreement and diagram must be signed and returned to Bryan Shepherd, Director of Campus Facilities at bshepherd@olachurch.org at the parish office no later than TWO WEEKS prior to the date of the event. Set-up requests are not guaranteed. Originals or PDFs only, no photos.

Only the Original Form or Scanned PDFs will be accepted. No Photos.

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: _____

SPACE SPECIFICS

Capacity: 8-10 People.
Configuration: Conference Table Only
AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port with you.
Parking: 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.
Building Access: Group leader must contact Jon Mangiaracina or Bryan Shepherd for an access code.

Please initial each item acknowledging the following:

- _____ No 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 and the cleanliness of the facility.
- _____ Youth Room supplies will not be used.
- _____ Other parish offices and meeting spaces will not be accessed nor office supplies used.
- _____ No tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.
- _____ No permanent markers or glitter will be used. Arts & Crafts required the use of a plastic table cloth, supplied by the ministry, is required.
- _____ No running is allowed in any meeting space, except the gym.
- _____ Trash, if any, will be emptied to the dumpster across from the turf field.
- _____ Table will be wiped down/cleaned at end of event.
- _____ All food/beverages will 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.

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!