Space User Agreement: Marist Hall/School Cafeteria

Our Lady of the Assumption Catholic Church *(Page 1 of 3)*

The first page of this document must be filled out by all persons/ministries that book Marist Hall at Our Lady of the Assumption Catholic Church.

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

The document and diagram must be signed and returned to Bryan Shepherd, Campus Director of Facilities (***bshepherd@olachurch.org***) and Anne Stephens, Parish Life Coordinator (**astephens@olachurch.org**), at the parish office no later than TWO WEEKS prior to the date of the event.

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

SPACE SPECIFICS

Capacity: 120 people

Special Notices: There is no access to Marist Hall prior to 6pm on school days.
No alcohol is permitted. No guns or weapons of any kind are permitted.
Do not prop open exterior doors.
Do not allow access to the school areas outside of Marist Hall.
Set-up is Cafeteria Tables and must be set-up by ministry.
Access to the Kitchen is NOT permitted unless booked separately. Marist Hall Kitchen can only be booked by those who have received special training.

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: _____

Fequency of Meeting: One Time _____ Recurring _____

If recurring, list start date: _____

If recurring, list end date: _____

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Meeting Space Checklist

_____ No alcohol is permitted.

_____ No drugs, smoking, vaping, illicit substances, guns, or weapons of any kind are permitted.

_____ Marist Hall will not be accessed prior to 6pm on school days.

_____ If the Marist Hall Kitchen has not been reserved, it will not be accessed.

_____ 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 in the school, on the playground, turf field, or STEM classroom.

_____ School Cafeteria tables that are stored in Marist Hall will not be removed.

_____ Adult to youth ratio:
- 18 - 36 months: 2 adults to 12 children
- 3 - 4 years: 2 adults to 12 children
- 5 - 10 years: 2 adults to 16 children
- Junior High School: 2 adults to 16 youth
- High School: 2 adults to 20 youth

_____ Running will NOT be permitted.

_____ Equipment show in red on the Marist Hall Set-Up Diagram on page 3 will NOT be moved.

_____ No helium balloons will be used.

_____ No candles will be used.

_____ No glitter or confetti 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. Arts & Crafts require the use of a plastic table cloth, supplied by the ministry.

_____ 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. This includes cafeteria tables.

_____ Trash, if any, will be emptied in the dumpster.

_____ The floor will be swept 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.

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_____ _____

Minstry 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!

Our Lady of the Assumption Catholic Church

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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 is not available on school days.)

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

