

Our Lady of the Assumption Catholic Church

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 via the parish website.
2. **Advertising requests for your meeting/event** must be submitted to Anne Stephens at www.olachurch.org/bulletin-submissions.
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. *This is important to make the space available for others and also for security purposes.*
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 policy. Alcohol can NOT be served in areas of the school.
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 the 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!