Ministry Leaders **Handbook**



Our Lady of the Assumption Catholic Church

olachurch.org
olachurch.org/ministry-leaders

2026/2027

Table Of **Contents**

Letter from the Pastor | Page 4

Parish Clergy & Staff | Page 5

General Information & Campus Map | Page 6

Ministry Email Addresses | Page 7

Ministry Membership | Page 7
This section includes information on membership lists.

Volunteers & Safe Environment | Pages 8-9
This section includes information on Save Environment, adult volunteers, volunteer and employee driver information, minor volunteers (includes medical release), adult to youth ratio, and contacting youth.

Leadership Succession | Page 9

Recognitions and Fundraisers | Page 9-10

Meeting Scheduling & Space Usage | Pages 10-14
This section includes information on reserving space, available space, space usage policy, and hosting your event.

Archdiocesan Alcohol Policy | Page 14

Planning a Meeting or Event | Page 15-17
This section includes information on preparing for an event including registration forms, RSVPs, Payment Options, Requesting a Priest or Deacon, Planning a Zero Waste Event, and more.

Promoting Ministries and Events | Pages 17-19
This section includes information on promoting your events through the weekly printed bulletin, parish website, e-news, social media, narthex monitor, electronic sign, pulpit announcements, and making copies.

Photography Policy | Page 20

Finance & Budgets: Expenditures | Pages 21-22
This section includes information on purchase orders, check requests, new vendors, inflatables/bounce houses, and liability insurance.

Finance & Budgets: Collecting Funds | Page 22
This section includes information on collecting funds, payment links/QR codes, start-up funds, cash boxes, and more.

Insurance and Liability | Page 23
This section includes information on injuries, accidents, damage to property, inflatables, bounce houses, and liability insurance.

Inclement Weather Policy | Page 23

Emergency Procedures | Pages 24-25
This section includes information on general safety, fire, and medical emergencies. This includes important contact and address information.

Table Of
Appendices

Appendix 1: Adult Volunteer Application | Page 26
Appendix 2: Acknowledgement of Receipt and Compliance - Safe Environment | Page 27
Appendix 3: Volunteer Application for Minors | Page 28
Appendix 4: Confidential School Reference Form for Minors | Page 29
Appendices 5A-5B: Annual Medical Release for Minors | Pages 30-31
Appendix 6: Permission to Contact Youth | Page 32
Appendices 7A-7E: Volunteer and Employee Drivers | Pages 33-37
Appendix 8: Schema for Recognition/Blessing at Mass | Page 38
Appendix 9: Chanel Center Space User Agreement | Page 39
Appendix 10: Choir Room Space User Agreement | Pages 40-41
Appendix 11: Church Narthex Space User Agreement | Page 42
Appendix 12: Church Plaza Space User Agreement | Pages 43-44
Appendices 13A-13C: Marist Hall/School Cafeteria Space User Agreement | Pages 45-47
Appendices 14A-14B: Marist Hall Kitchen/School Kitchen Space User Agreement | Pages 48-49
Appendices 15A-15C: Moylan Hall Space User Agreement | Pages 50-52
Appendices 16A-16C: Murray Center/Gym Space User Agreement | Pages 53-55
Appendix 17: Parish Office Conference Room | Page 56
Appendix 18: Parish Office Fire Pit | Pages 57-58
Appendix 19: Parish Office and Grounds | Page 59
Appendix 20A-20E: Parking Lot and Grounds | Pages 60-64
Appendix 21: Scout Room | Page 65
Appendix 22A-22B: Turf Field | Pages 66-67
Appendices 23A -23C: Upper Room Space User Agreement | Pages 68-70
Appendix 24A-24B: Youth Room Space User Agreement | Pages 71-72
Appendix 25: Events Serving Alcohol Checklist | Page 73
Appendix 26: Annual Media Release Form | Page 74
Appendix 27: Purchase Order Form | Page 75
Appendix 28: Check Request Form | Page 76
Appendix 29: Vendor Acknowledgement Form | Page 77
Appendix 30: Sample W9 Form | Page 78
Appendices 31: Sample Certificate of Liability Insurance | Pages 79
Appendix 32: Vendor Hold Harmless/Indemnity Agreement | Page 80
Appendix 33: Accident/Injury Report | Page 82
Appendix 34: Event Reconcilation Form | Page 69
Appendix 35: General Campus Guidelines | Page 70

Letter from **Our Pastor**



Dear Ministry Leaders,

As each one has received a gift, use it to serve one another as good stewards of God's varied grace."
— 1 Peter 4:10

Dear Ministry Leader,

Thank you for your generous service to Our Lady of the Assumption Catholic Church. By sharing your time and talent, you help fulfill our parish mission of leading others to Jesus Christ. Every ministry, in its own way, creates opportunities for people to encounter the Lord, grow as his disciples, and enrich the life of our church.

This handbook is intended to be a practical resource for you. I encourage you to refer to it often as you carry out your ministry. Please also know that you are not serving alone. Our parish staff is here to support and assist you in every way we can.

As we serve together, may Our Lady of the Assumption intercede for us, helping us to follow her example of faithful discipleship and joyful service to her Son.

Thank you again for your leadership and your dedication to our parish family.

Sincerely in Christ,

Fr. Daniel P. Ketter, JCL
Pastor

Parish
Clergy & Staff

PRIESTS

Fr. Dan Ketter, *Pastor*
dketter@olachurch.org

Fr. Robbie Cotta, *In Residence*

Fr. Nick Le, *Parochial Vicar*
nle@olachurch.org

DEACONS

Deacon Antonius Anugerah
deaconantonius2008@gmail.com

Deacon Terry Biglow
terry.biglow@cdhpartners.com

Deacon Bill Kester
bkester@olachurch.org

Deacon Mat Mathews
mmathews@olachurch.org

Deacon Ed Patterson epatterson@olachurch.org

PARISH STAFF

Karen Kotara, *Pastor's Secretary*
Ext. 128, kkotara@olachurch.org

Mandy Crock, *Principal of OLA School*
office@olaschool.org

Kathleen Jackowski, *Director of Preschool*
Ext. 112, kjackowski@olachurch.org

Nick Ables, *Director of Youth Ministry*
470-777-3596, nables@olachurch.org

Karina Bryant, *Administrative Assistant*
kbryant@olachurch.org

Paul Bamford, *Facilities Technician*
pbamford@olachurch.org

Jenny Castro, *Administrative Assistant*
jcastro@olachurch.org

Jim Costlow, *Facilities Technician*
jcostlow@olachurch.org

Todd Coury, *Adult Faith Formation Coordinator*
470-777-3595, tcoury@olachurch.org

Martin Hernandez, *Facilities Technician*
mhernandez@olachurch.org

Lori Howard, *Administrative Assistant*
lhoward@olachurch.org

Laura Kleinman, *Sunday 9am Mass Nursery*
nursery@olachurch.org

Mily Sánchez, *Latino Community Coordinator*
470-343-7149, msanchez@olachurch.org

Jake Mappes, *Director of Music & Liturgy*
470-777-3598, jmappes@olachurch.org

Sam Russell, *Sacramental Records*
404-978-0180, srussell@olachurch.org

Anna Sartori, *Family Faith Formation Coorinator*
470-777-3595, asartori@olachurch.org

Jim Schweizer, *Business Manager*
470-777-3594, jschweizer@olachurch.org

Bryan Shepherd, *Campus Director Facilities*
470-777-3599, bshepherd@olachurch.org

Anne Stephens, *Parish Life Coordinator*
470-777-3597, astephens@olachurch.org

Parish **Information**

IMPORTANT ADDRESSES

Parish Office: 1406 Hearst Drive NE, Brookhaven, GA 30319

Church/Upper Room/Choir Room/Moylan Hall: 1350 Hearst Drive NE

OLA Preschool: 1350 Hearst Drive NE

OLA School/Marist Hall/Murray Center/Turf Field: 1320 Hearst Drive NE

PARISH OFFICE PHONE

404-261-7181

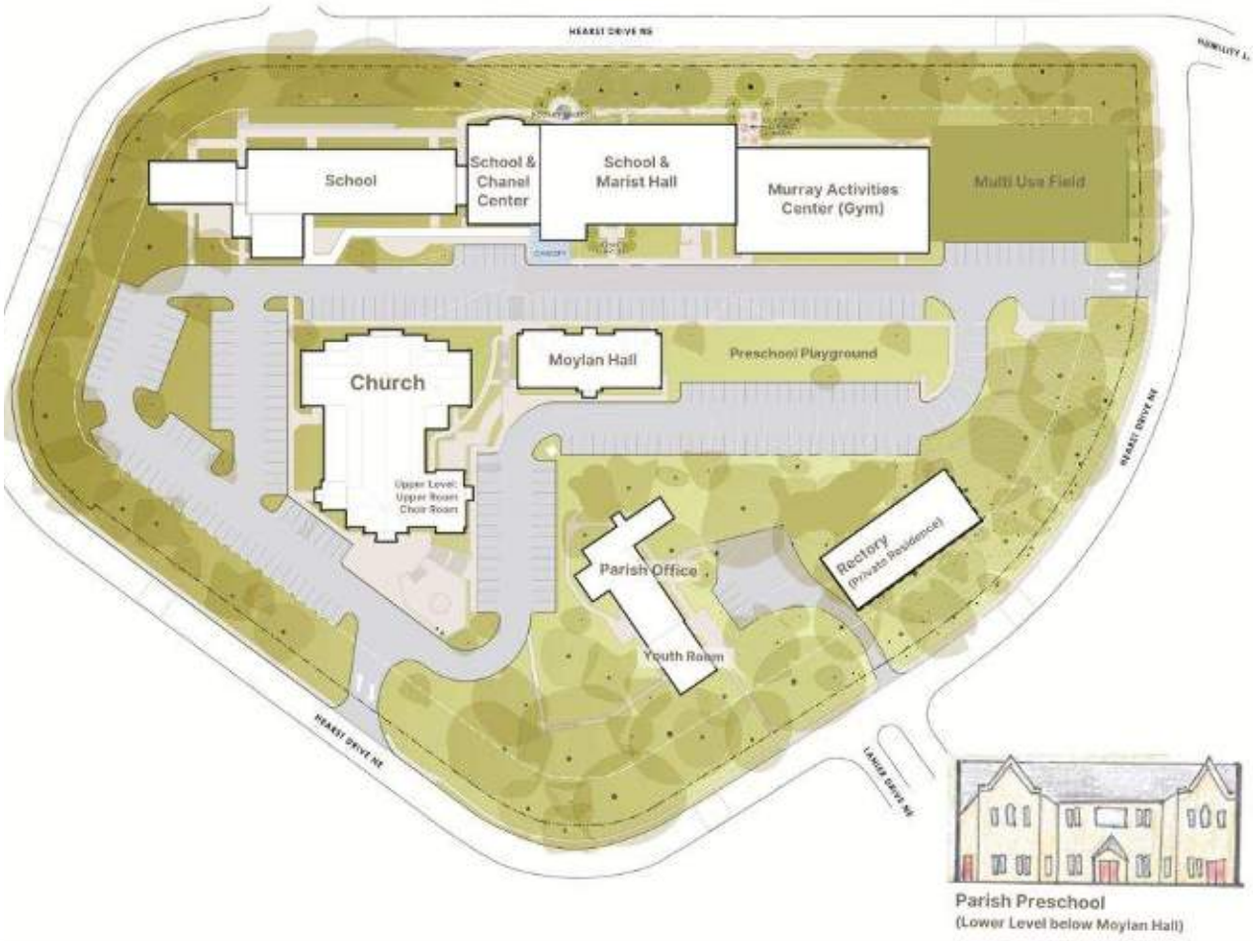
HOURS AND CLOSINGS

The Parish Office is open Monday through Friday, 8am-4pm.

The Parish Office is closed on all Holy Days of Obligation, Christmas break, Holy Thursday through Easter Monday, and on all National Holidays.

Meeting Rooms are available for booking daily from 7am – 9:30pm.

Campus **Map**



Ministry
Email Addresses

To better serve our parish community and improve communication, have an official OLA parish email address. Using parish emails helps ensure smooth transitions between ministry leaders, protects personal contact information, and allows our parish community to easily reach the right ministry. Email addresses are provided through the Parish Life Coordinator.

All ministry communications are to be sent using the official parish email address. This is important for a number of reasons:

- Consistency and Continuity: Ministry leadership changes over time. Using a parish email ensures communication continues smoothly without needing to update contact information each time a leader changes.
- Professionalism and Trust: Emails coming from a parish address help parishioners and outside contacts recognize the message as official parish communication, which builds trust and avoids confusion or concerns about scams.
- Security and Privacy: Parish-managed accounts are more secure and reduce the risk of exposing personal contact details or sensitive information. They also help protect against phishing and other cyber threats.
- Archiving and Accountability: Parish accounts allow staff to archive important communications and ensure transparency in ministry activities. This is especially important for safeguarding and record-keeping.

Ministry
Membership

Ministry Membership Lists

All parish ministries are required to submit an updated Ministry Contact List using the official parish form (see example below). Completed lists will be requested by the parish office in early Winter. A final list will be requested toward the end of the fiscal year.

Forms will be provided via the parish ministry email list.

Ministries are asked to keep their lists current throughout the year and promptly provide any updates to the parish office. Forms are available at www.olachurch.org/ministry-leaders.

Sample Membership List

Our Lady of the Assumption Ministry Member List 2026-2027

Ministry Name: _____

Ministry Leader/s: _____

Last Name	1st Name	Email	Phone	Role in Ministry	Date Joined (For current year)

Volunteers and **Safe Environment**

If you have any questions with regard to the requirements/policies below, contact Jenny Castro at jcastro@olachurch.org.

Safe Environment/Volunteer Requirements

Ministry leaders are responsible for ensuring that their volunteers complete the following steps before allowing them to volunteer – especially with children and other vulnerable individuals.

ALL adults who volunteer with children (those under the age of 18) or vulnerable adults at OLA must complete the following PRIOR to volunteering at OLA:

1. Complete the *Volunteer Application* and *Acknowledgement of the Safe Environment Standards of Conduct form.* Turn completed paperwork in to Jenny Castro at jcastro@olachurch.org. ***Forms can be found at Appendices 1 and 2.***

   To download these forms go to www.olachurch.org/ministry-leaders.

2. Complete the First Advantage Background Check once the invitation has been received from First Advantage. *Please note that it will come from at "noreply@fadv.co.com" email address.*
3. Sign-up for and complete a VIRTUS Training Class by following the instructions below.
   - Go to www.virtus.org to register and sign up for a VIRTUS training class.
   - Once Virtus Trainining is complete, the certificate of completion must be turned in to Jenny Castro at jcastro@olachurch.org.

   No one is permitted to volunteer with children or other vulnerable persons until this process has been completed.

Volunteering Minors

ALL minors who volunteer with children or vulnerable adults at OLA must complete the following paperwork: *Volunteer Application for Minors* and *School Reference Form for Minors*.

Paperwork must be turned in to Jenny Castro at jcastro@olachurch.org ***PRIOR to volunteering at OLA***.

Volunteer Paperwork for Minors with instructions can be found in Appendices 3 and 4.

Volunteering Minors do NOT attend VIRTUS training.

Adult to Youth Ratio

No adult should ever be alone with a child or group of children.

The Archdiocese of Atlanta recommends the following ratio of adults to youth at all meetings and events:

- 18 - 36 months: 2 aduts 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

Medical Release for Minors

The Archdiocese of Atlanta requires that an Annual Medical Release be filled out for every minor who is involved in a ministry at the parish. The medical form allows adult leaders of OLA to obtain medical aid in case of injury during a ministry meeting or outing. It also provides emergency contact numbers. This form is only good for one year.

Leaders keep the original in case of an emergency. You should have them with you whenever you are with the youth. Copies are to be emailed to Jenny Castro at jcastro@olachurch.org.

The Annual Medical Release for Minors can be found at Appendix 5A & 5B .

Permission to Contact Youth (6th - 12th Grades)

The Archdiocese of Atlanta requires that permission to contact youth (6th - 12th graders, not younger children) be in writing. This form gives a ministry leader permission to contact youth within that ministry via text and/or email. Parents will always be provided with the same communications as their child(ren), but it may be transmitted via a separate technology.

The Permission to Contact Youth Form can be found at Appendix 6.

Volunteer and Employee Driver Information

The Archdiocese of Atlanta requires that any driver on church business must adhere to the requirements listed in the Employee/Volunteer Driver Requirements Checklist. The checklist must be turned in to Jenny Castro at jcastro@olachurch.org, prior to driving on parish business. Original forms are required; electronic copies will not be accepted.

Detailed Employee/Volunteer Driver information can be found at Appendix 7A-7E.

Leadership **Succesion**

Part of being an effective leader is spotting leaders in your ministry and planning for your retirement. When you begin thinking of stepping down it is important that you be on the lookout for a replacement.

Contact Anne Stephens at astephens@olachurch.org when you are making plans to hand your ministry over to new leadership. Final approval will remain with the pastor.

Recognitions **And Fundraisers**

Fundraisers

If you wish to host a fundraiser, it must be approved by the Pastor prior to scheduling. Requests are made through Anne Stephens at astephens@olachurch.org.

Fundraising requests should be made when submitting your ministry dates in the Spring. See the “Reserving Your Meeting Space/Event Space” section for details information.

Requesting a Recognition/Blessing at Mass

If you wish to have your ministry receive a special recognition or blessing at one of our weekend Masses, it must be approved by the Pastor prior to scheduling. Requests are made through Anne Stephens at astephens@olachurch.org.

These requests should be made when submitting your ministry dates in the Spring. Later requests will be based on availability and pastor's approval. (See the following section for details.)

Once approved, a *Schema for the Recognition/Blessing at Mass* must be turned in to Jake Mappes (jmappes@olachurch.org) at least 8 weeks prior to the Mass and requires final approval from the pastor. **The schema can be found at Appendix 8.**

If you wish to hold a gathering on campus after the Mass, these must be scheduled in advance through Anne Stephens as well.

Reserving **Meeting & Event Space**

Reserving Your Meeting/Event Space

Contact Person

All facility scheduling is handled by Anne Stephens and must be submitted online via the parish website. The link can be found at www.olachurch.org/ministry-leaders.

Who Can Reserve Meeting/Event Space?

Only parish, OLA Preschoo, and OLA School staff and leaders of established OLA ministries can schedule meetings/events on campus.

Spring Calendar Requests

The Parish Calendar runs from July 1 to June 30 of the following year. In February a request for calendar bookings is sent to all ministry leaders for the following calendar year. A deadline in late March will be set.

The scheduling of a meeting space is on a first come-first served basis. Liturgy takes precedence over all other requests.

Requests received after the cut-off date will be reviewed ***after*** the calendar for the upcoming year is finalized and will be based on availability regardless of any prior usage.

Booking Confirmation

Calendar requests are not confirmed until you have received a confirmation email from Anne Stephens. This includes requests submitted in the Spring.

Holy Days of Obligation, Holy Week, and Parish Reconciliation Services
No meetings/events may be scheduled on campus during liturgies on Holy Days of Obligation (including Vigil Masses), Holy Week, Parish Reconciliation Services and other liturgical celebrations.

Required Information for Booking Space
The following information must be included for your request to be processed:

- Your Name and Name of Ministry
- Contact Information for Event (Must be staff or a ministry leader.)
- Date (s) and Time of Event/Meeting
  - Set-Up Start Time (This is the EARLIEST you may occupy space. This is also the time that the doors will be scheduled to unlock.)
  - Meeting/Event Start Time
  - Meeting/Event End Time
  - Meeting/Event Clean Up Time (This is the LATEST you may occupy the space. This is also the time that the doors will be scheduled to lock.)
  - For recurring dates you must include dates when you will not meet to ensure that the doors are not unlocked when the space is empty.
- Location/Meeting Space Request (This is subject to be changed depending on availability and group size/use.)
- Approximate number of attendees at event.

Available **Meeting Space**

The information below is a glimpse of the spaces available. More detailed information can be found in the *Space User Agreements and Checklists* in the Appendix of this document.

Bride's Room
*Please note that the Bride's Room in the church is **no longer available for ministry usage**.*

Chanel Center *See Appendix 9 for more information and Space User Agreement.*
The Chanel Center is located in the school and is accessed through the main entrance. It is not accessible during school hours.

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

Choir Room *See Appendix 10 for more information and Space User Agreement.*
The Choir Room is located on the second floor of the church. It can only be booked with permission from the Director of Music & Liturgy.

Church Plaza *See Appendices 12A-12B for more information and Space User Agreement.*
The Church Plaza is only available in a very limited capacity and requires approval from the pastor. Approval is handled through the Parish Life Coordinator.

Marist Hall/School Cafeteria *See Appendices 13A-13C for more information and Space User Agreement.*

The Marist Hall is located in the school and is accessed through the main entrance. It is not accessible during school hours. Please note that the *Marist Hall Kitchen is a separate booking from the Marist Hall space*. If you have booked Marist Hall and not the Marist Hall Kitchen, do not access the Kitchen.

Capacity: 120 People
Set-up: Cafeteria seating

Marist Hall Kitchen/School Cafeteria Kitchen

See Appendices 14A-14B for more information and Space User Agreement.

The Marist Hall Kitchen is located in the school and is accessed through the main entrance. It is not accessible during school hours.

Special advanced training is required to use the Marist Hall Kitchen and must be coordinated through the school.

Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked the kitchen, but not Marist Hall, do not access Marist Hall.

Moylan Hall *See Appendices 15A-15C for more information and Space User Agreement.*

Moylan Hall is located on the upper level across from the second floor of the church.

Theater/Assembly Style Seating

Capacity: 220 people
Set-up: Rows of chairs, Podium, Microphone
AV: Monitor with HDMI port. Bring your own laptop with HDMI port.

Dinner/Events with Tables

Capacity: 180 people
Set-up: 6' Round tables, 6' rectangular tables, and/or card tables, if available
AV: Monitor with HDMI cable. Bring your own laptop with HDMI port.

Murray Center/Gym *See Appendices 16A-16C for more information and Space User Agreement.*

The Murray Center is not accessible during school hours.

Capacity: 250 people
Set-up: 6' Round tables, 6' rectangular tables, and/or card tables, if available.

Parish Office Conference Room *See Appendix 17 for more information and Space User Agreement.*

The Parish Office Conference Room is located in the Parish Office at the Intersection of Lanier Drive and Hearst Drive.

Capacity: 8 people
Set-up: Conference Table Only
AV: Monitor with HDMI cable. Bring your own laptop with HDMI port.
Parking: Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office or the rectory). There is a walkway from that parking lot up to the parish office.

Parish Office Fire Pit *See Appendix 19 for more information and Space User Agreement.*

The Fire Pit is located outside of the parish office. Parking for the Fire Pit is located in the parking lot for the 2nd floor of the church.

Capacity: 20 People
Set-Up: Fire Pit and 4 benches

Parking Lot and Grounds *See Appendices 20A-20E for more information and Space User Agreement.*

Set-up Varies.

Scout Room *See Appendix 21 for more information and Space User Agreement.*

The Scout Room is located in the school and is accessed through the gym entrance. It is not accessible during school hours.

Capacity: 16 People.
Set-Up: 4 tables that seat 4 persons

Turf Field by the Murray Center/Gym *See Appendices 22A-22B for more information and Space User Agreement.*

The Turf Field is not accessible during school hours.

Upper Room *See Appendices 23A-23C for more information and Space User Agreement.*

The Upper Room is located in the second floor of the church. No guns or weapons of any kind permitted.

Theater/Assembly Style Seating

Capacity: 30 people
Set-up: Rows of chairs, Podium
AV: Monitor with HDMI port. Bring your own laptop with HDMI port.

Classroom Table Style Seating

Capacity: 24 people
Set-up: 60" x 18" rectangular tables, and chairs
AV: Monitor with HDMI cord. Bring your own laptop with HDMI port.

Youth Room *See Appendices 24A-24B for more information and Space User Agreement.*

The Youth Room is located in the Parish Office at the Intersection of Lanier Drive and Hearst Drive.

Capacity: 20 people
Set-up: Couches Only. ***If you move furniture, you must put it back in its original position.***
AV: Monitor with HDMI cable. Bring your own laptop with HDMI port.
Parking: Parking for the Youth Room is located on the upper level of the church parking lot (not at the parish office or the rectory). There is a walkway from that parking lot up to the parish office.

Meeting Space **Usage Policies**

All persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church must fill out the OLA Meeting Space User Agreement and Check List which includes a diagram of the requested set-up and specific information on certain meeting spaces.

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.

One Time Events: The agreement and diagram must be signed and returned to Bryan Shepherd (bshepherd@olachurch.org) and Anne Stephens (astephens@olachurch.org) *no later than TWO WEEKS prior to the date of the event*. If form is turned in late, the ministry is responsible for set-up/break-down.

Ongoing Events: If you have monthly meetings, the forms must be submitted *no later than TWO WEEKS PRIOR TO your first meeting of the year*. This will ensure that each month your meeting space will be set up correctly.

Meeting Space User Agreements and Meeting Space Check Lists can be found in Appendices 9-24.

Archdiocesan **Alcohol Policy**

The Archdiocese of Atlanta requires that an *Events Serving Alcohol Checklist* be submitted for all parish meetings/events where alcohol is served. In accordance with Archdiocesan Policy, the Alcohol Policy at Our Lady of the Assumption Catholic Church is as follows:

The Archdiocesan Events Serving Alcohol Checklist must be completed for all EVENTS and MINISTRY MEETINGS where alcohol is served and must be turned into Jim Schweizer (jschweizer@olachurch.org) *THIRTY DAYS PRIOR TO THE EVENT*.

Ministry Leaders are responsible for ensuring that all items on this checklist are adhered to including, but not limited to, the following:

- Alcohol is not permitted in any school facility (Chanel Center, School, Library, Marist Hall/School Cafeteria, Murray Center/Gym, or the Turf Field).
- Food must be served at events where alcohol is consumed.
- Alcohol cannot be sold but may be provided; No “Cash Bars” are allowed.
- Alcohol is limited to beer and wine.
- A limit of one (1) drink per hour with a maximum of two (2) drinks per event unless the event lasts over three (3) hours.
- Serving of Alcohol must end one (1) hour prior to the end of the event.
- No BYOB (Bring Your Own Beverage) is allowed on campus at any time. This must be included in advertising for events and posted at events – especially events where BYOB was previously allowed.
- Backup Transportation must be provided in case someone drinks too much; and
- A police officer must be present when alcohol is served. ($100/hour with a 3-hour minimum and is subject to change. This cost is paid for by the ministry hosting the event.) Staffing of the police officer is handled by the Parish Life Coordinator. Request a police officer online at www.olachurch-forms.org/police-officer-request

The Events Serving Alcohol Checklist can be found in Appendix 19. Officer payment will be handled by the Parish Life Coordinator.

Planning a **Meeting or Event**

The items below apply only after your meeting/event has been confirmed by Anne Stephens, Parish Life Coordinator.

If Registration Forms, RSVPs, or Payment Options are required, contact Anne Stephens at astephens@olachurch.org.

Requesting a Priest of Deacon: If you would like to request a priest or decon to offer a blessing or otherwise participate in your event, contact Karen Kotara at kkotara@olachurch.org.

Advertise! Learn how to promote your ministry in the following section.

Set-Up: If you require a set-up for your booking, set-up requests must be turned in to the parish office no later than TWO WEEKS PRIOR to the date. 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. Please plan to have volunteers provide set-up/break-down when possible. If the form is turned in late, the ministry is responsible for set-up/break-down. The agreement and diagram must be signed and returned to Bryan Shepherd (bshepherd@olachurch.org) and Anne Stephens (astephens@olachurch.org) no later than TWO WEEKS prior to the date of the event.

Bounce Houses/Inflatables: Please note that bounce houses/inflatables are not permitted.

See Appendices 9-24 for diagrams of each meeting space.

Break-down: Ministries are responsible for breaking down chairs, tables, etc. unless notified otherwise by the parish office.

Cleaning of Space: Ministries are responsible for ensuring that the space is left clean. That includes wiping down tables, taking out trash, and vacuuming/sweeping when needed. Trash is to be taken to the main dumpster across from the lower-level playground.

Please help us to be good stewards of the spaces entrusted to us. Failure to do so may impact your ability to schedule space in the future.

Table Cloths: Table cloths may be requested by contacting Karen Kotara (kkotara@olachurch.org). They must be picked up at the parish office prior to the event. Groups using table cloths provided by the parish office must wash them and return them no later than three (3) days after the event.

Hosting a **Zero Waste Event**

In response to Pope Francis's 215 encyclical LAUDATO SI' we encourage our ministries to strive for their meetings and events to be Zero Waste Events (ZWE), which aim to drastically reduce or eliminate waste to prevent landfill disposal, thereby reducing methane emissions and protecting the environment. This approach encourages greater mindfulness of what we purchase and consume. The suggestions that follow offer practical steps to making a ZWE attainable, even for small church gatherings.

By adopting simple solutions, reducing waste can become ingrained culturally, fostering community engagement and a sense of stewardship. Zero Waste events strive to achieve and continuously improve a 90% diversion of waste from landfills, incinerators, and waste-to-energy facilities, while minimizing environmental impact.

Adopting the Zero Waste International Alliance defines ZWE as:

- An event is recognized as a Zero Waste Event once it demonstrates achieving the 90% waste diversion threshold.
- Commit to continuous improvement by reducing the remaining waste that goes to landfills by at least 1% (based on the event baseline disposal) each year and/or enhancing the highest and best of materials used over time.
- Adopt and use the ZWIA Zero Waste Hierarchy to maximize the highest and best use for materials diverted from landfills, waste-to-energy facilities, and the environment. The idea is to rethink and prioritize opportunities to reduce the amount of materials used and consumed in events. Go to https://zwia.org/zwh/ for detailed information on each level.

Event Planning

1. During initial planning set standard for a ZWE by minimizing material use and waste at all stages of event.
2. Invite Care for Creation ministry member(s) to join in planning, including a ordering supplies and setting up a Waste Station at the event. They can be contacted at careforcreation@olachurch.org.
3. Engage additional volunteers to help plan, set-up, manage waste station and clean-up
4. Create a food and beverage plan. Ask vendors and caterers to avoid (no) single-use plastic, polystyrene (Styrofoam), individually wrapped condiments, plastic beverage bottles, plastic utensils, and non-certified compostable products. Reusable trays, bulk service, refillable dispensers, and clearly labeled ingredients are preferred.
5. Consider décor that is reusable (preferred) or recyclable.
6. Ensure that compost, recycling, and landfill bins are available and placed together at designated waste stations.
7. Arrange for composting services.

Event Planning

1. Use digital invites and or a digital meeting platform to manage invites and RSVPs.
2. Include "We are committed to hosting a Zero Waste Event! Please bring your own reusable water bottle to help us reduce waste."

Food and Beverages

1. Food and beverage items often produce the most waste due to packaging. Explore and implement ways to eliminate and reduce the need for single-serve dining items and packaging (e.g., ketchup packages).
2. For a potluck event, ask attendees to bring food in reusable containers. Label all containers.
3. If using caterer or pre-made food, ask if they can use reusable platters.
4. Use, as much as possible, washable items. The Moylan Hall pantry contains platters, serving ware, knives, etc that may be available depending on the event.
5. Compostable food ware (e.g., plates, cups, utensils, napkins) must be made of fiber only, GreenScreen Certified for safer chemicals, and BPI Certified Compostable.
6. Eliminate straws, plastic stirrers, toothpicks, etc. Acceptable alternatives include paper, wood, and other natural fiber based (certified) compostable products.
7. Serve beverages in large pitchers or dispensers instead of individual drink containers. For coffee and tea, use large carafes instead of single-serve pods.
8. Provide reusable paper or compostable cups for attendees who don't bring their own.
9. Arrange to redistribute leftover edible food rather than throwing it away. Provide attendees with the option to take home leftovers in reusable containers that they bring or offer To-Go reusable or compostable containers if necessary - not Polystyrene/Styrofoam or plastic.

Decorations

1. Use items that can be reused for future events and not thrown away.
2. Avoid one-time use items like plastic tablecloths, balloons or streamers. Glitter and confetti are not to be used at OLA events, per parish policy. Avoid balloons because they are difficult to clean up and cause harm to wildlife and water.
3. Avoid or investigate all products listed as “Biodegradable”. There is not an accepted definition or any performance standards and therefore it may be harmful.
4. Use cloth, washable table cloths.
5. Decorate tables with items that can be reused or natural items that can be composted. For centerpieces, use glass jars filled with locally foraged flowers or dried leaves. After the event, send the flowers home with attendees or compost them.

Waste Collection

1. Volunteers should be actively helping at waste stations, assisting with setup, and making sure the correct systems are in place for Zero Waste success.
2. Decide how materials will be collected, sorted and measured during and after the event. Schedule pickups/deliveries of leftover food and other donations.
3. Zero Waste Stations should be strategically located and clearly visible, making it easy for attendees to sort their waste correctly. Reduce and eliminate items that cannot be reused or recycled.
4. Remove trash cans from all areas except for waste stations.
5. Clearly label separate collection containers for food scraps (for composting), recyclables (e.g., beverage cans, glass bottles), and landfill items (plastic wrap). Provide separate containers for each category. Let those that are setting up know that wrapping material, boxes, etc. will be collected.
6. Set up a "dish drop-off" station where attendees can drop their used plates and utensils for washing. Arrange for volunteers to assist in washing throughout the event.
7. Volunteers should be present at waste stations to help guide and inform attendees.
8. Inform staff and volunteers not to throw away items such as half burned Candles, flowers, other decor. Such items can often be taken home or donated if they are not suitable for reuse at another event.
9. Collect tablecloths and give to volunteer(s) for washing and returning
10. Weigh and record the total amount of waste in each category (compost, recycling, landfill). Report this back to the event team.
11. After the event, weigh all bags from recycling, compost, and landfill bins. Compare the totals to the Zero Waste goal(90% or more) (e.g., "We set a goal to divert 90% of waste, and we achieved 87%!").

Post Event Reflection

After each event, the team should report diversion rate, landfill pounds, what worked, visual survey of contamination and what caused contamination, and one improvement for the next event. This supports TRUE-style continuous improvement and the Laudato Si’ call to ecological conversion through practice.

Reference:
Created from Zero Waste Event Planning Guide Justice & Peach Ministries – Office of Life, Dignity & Justice, Roman Catholic Church of Atlanta

Promoting Your **Ministry and Events**

Communication is extremely important in getting your message out to the community. The tools available to help spread the good news about your ministry can be found in the following pages.

Remember: It is **YOUR** responsibility to ensure that information is provided to the Communications Coordinator. Do not assume that your ministry/event will automatically be advertised because it is on the parish calendar.

Plan early to ensure that your meetings and events receive adequate promotion in the parish. The following information outlines the specific avenues we have for advertising.

Requests for the promotions listed on the following page must be submitted online at www.olachurch.org/bulletin-submissions.

Ministries and their meetings, events, needs, and good news are promoted through the following:

- Weekly Printed Bulletin
- Parish Website (www.olachurch.org)
- Parish Weekly E-News
- Social Media
  - Instagram (www.instagram.com/olachurchbrookhaven/),
  - Facebook (https://www.facebook.com/olachurch.atlanta)
- Narthex Monitor *depending upon availability* (Church)
- Outside Electronic Sign *depending upon availability* (by Murray Center)

Requests for promotion through the bulletin will automatically be added to our parish website and to our Facebook and Social Media platforms.

All submissions are subject to editing.

Please do not send images to promote your event. Due to photo copyrights and the numerous sizes required, images are created through the Communications Department.

Weekly Bulletin

- Due to limited space, photos/clip art will only be published when space is available.
- All bulletin submissions are due by 9am on TUESDAY 12 DAYS PRIOR to publication of the bulletin unless otherwise published in the e-news or bulletin.
- Deadlines are subject to change throughout the year. Check the bulletin, website (www.olachurch.org/bulletin), and e-news frequently for changes.
- No submissions will be accepted after the published deadline.

Website

- Ministry Description
  - Each ministry leader is responsible for monitoring the information for his or her ministry on the parish website.
  - If a change/update is required, email Anne Stephens at astephens@olachurch.org.
  - Updates may take up to five business days.
- Upcoming Events
  - Major events are included in the Upcoming Events section on the Home page.
  - These events are generally uploaded 6 weeks prior to the event.
- Share Your Good News!
  - The News Section of the Home page is a great place for you to share something exceptional that has happened with your ministry. Email details to Anne Stephens at astephens@olachurch.org. Include a brief explanation and a few photos if you have them. See page 19 for the photography policy.
  - Updates to the website can take up to 5 business days.

Weekly E-News

Meeting and Event information submitted for the printed bulletin will automatically be added to the weekly parish e-news. The e-news is usually sent on Monday or Tuesday. Items will be posted for a limited amount of time.

Images that accompany your information are created by the Communications Department.

Requesting Copies

The parish office staff frequently receives requests to make copies for ministries. The staff is able to make a ***limited*** amount of copies.

For larger quantities the ministry leaders will need to come into the office and make copies using the office copier.

Depending on the number requested - and if color - ministries may be required to have them professionaly printed through an outside source. The cost for this would come from the ministry budget.

Photography **Policy**

Publishing photographs of parishioners of all ages fosters a greater sense of community. Photos are used to enhance the quality of our print materials (such as the Bulletin and Annual Report), website, and social media.

Make sure that you have permission to share photographs before you submit them to the Communications Director.

For Public Events – Permission is Implied
For photos taken at events that are open to the public, there is no expectation of privacy and permission for use of images taken at those events is implied. Examples of this include Mass and parish-wide events. Persons attending these public events waive any claims and/or rights regarding use of photos. ***People not wanting to be photographed must inform event photographers.***

Photographing Minors
An *Archdiocesan Annual Media Release* form for minors must be collected by ministry leaders and then submitted to the Communications Coordinator in order for photos to be published in print, on the website, or on social media. ***No photos will be accepted or published without signed parental consent.*** The Communications Office is **NOT** responsible for having forms completed for your ministry.

The Archdiocesan Annual Media Release form can be found in Appendix 74.

How to Have Photos Published on Social Media
We love to share photos of meetings and events! Please be sure to have one of your members take photos for you. Using a camera instead of a cell phone will provide better quality for publication. A media form must be submitted for events with children.

Due to limited space in the printed bulletin, we can't promise to publish photos in the bulletin, but photos can be posted on social media and may be used in our Annual Report or Ministry Guide.

Sharing Your Photos
Choose your best photos to be sent to the Communications Coordinator. Do not text photos.

Submit photos:
- As attachments to an Email (**do not imbed them in the email**), or
- Via a link to Google Photos or another online photo sharing app.

Drones
No drones are allowed on campus without permission of the Business Manager. Contact Jim Schweizer at jschweizer@olachurch.org for more information.

Finance and Budgets
Expenditures

OLA is on a July 1- June 30 fiscal year. All expenses incurred during this period should always be submitted for reimbursement prior to June 30. Budgets are prepared in the March-April time frame. If specific needs are desired for the upcoming fiscal year, please reach out to Jim Schweizer, Business Manager, at jschweizer@olachurch.org. If you are a new ministry leader, please reach out to Jim to determine if your ministry has a budget and to discuss any financial questions you have.

Purchases Over $250

Purchase orders are required for all purchases/expenditures over $250.

1. Use the Purchase Order Form (PO). Complete the form, explain the purchase and expected dollar amount. ***The Purchase Order Form can be found in Appendix 27.***
2. Submit the PO request to Jim Schweizer (jschweizer@olachurch.org) or bring it to the parish office. Once approved by the Business Manager, an approved numbered copy will be sent back to the requestor.
3. You will be advised if this is a new services vendor to OLA.
4. If it is a new services vendor, the new vendor set-up process (below) must be followed before the Purchase Order can be approved or an agreement signed..
5. All contracts or agreements must be signed by the pastor before the purchase can be made.

It is always preferable to have the vendor invoice OLA. Once you have the invoice, the purchase order should be attached to the bill and the original invoice signed and forwarded to the accounting office for payment.

If an expense is paid by the requestor, the requestor completes the check request form and attaches the original or scanned receipts ***(NO PHOTOS***) and the approved purchase order to the check request and forwards it to the accounting office. ***The Check Request Form can be found in Appendix 28.***

New Services Vendor Set-Up

1. All new vendors providing services must complete the following:
   - Vendor Acknowledgement Form **(Appendix 29)**,
   - W9 (Rev. 3-2024) **(Appendix 230)**,
   - Business License, and
   - Liability Insurance Coverage (See sample Certificate of Liability Insurance showing new Archdiocesan requirements **(Appendix 31)**. If and only if the vendor cannot provide liability insurance, then the Vendor Hold Harmless/Indemnity Agreement must be completed **(Appendix 32)**.

   All forms must be submitted to Jim Schweizer (jschweizer@olachurch.org) prior to Purchase Order approval.
2. If the vendor cannot complete the *Vendor Acknowledgement Form* acknowledging the performance of background checks, then background checks of any employee of the vendor coming to OLA must be done through OLA. (This would primarily apply to individuals, single-proprietor businesses or those with very few employees.) W9s are still required, and proof of liability insurance coverage is required as well.
3. It is the responsibility of the requestor to be sure that the new vendor has all the necessary information/forms required.

Third Party Vendor Usage for Processing Payments

In most cases, the invoice payment to a vendor or the reimbursement for a ministry expenditure will be made through our Third Party payment processing vendor BILL (Bill.com). BILL allows the payee to have the funds direct deposited if desired; otherwise BILL will mail a check as payment. Instructions on how to set yourself up in BILL will be sent to you at the same time BILL sends you an invite.

Purchases Under $250

If you are requesting reimbursement for a ministry expenditure under $250, please submit the Check Request Form with original or scanned receipts to Jim Schweizer (jschweizer@olachurch.org).
Do NOT send photos of receipts.

Finance and Budgets
Collecting Funds

Handling, managing and safeguarding cash is critical. In general, the basis of cash controls should be based on key steps such as: having dual control of cash at all times; using tamper-evident bags for the cash deposits; using drop safes for depositing cash collected, etc.

The Event Reconciliation Form (Appendix 34) should be used to track and deposit all cash/checks collected at any OLA event. Bags ready for deposit should be placed in one of the two safes on campus – either in the vesting sacristy or the breakroom/kitchen in the Parish Offices. Be sure and notify Jim Schweizer well in advance of your event if you expect to be handling cash so that you have your deposit bags and cash boxes, if needed. Any questions should be directed to Jim Schweizer at jschweizer@olachurch.org.

Payment Links and QR Codes

If you would like to set up electronic payments for dues, sales, or events contact Anne Stephens (astephens@olachurch.org). QR codes linking to the payment form are available upon request. Requests for registration links must be made two weeks prior to the time you will use them.

Request for Start-Up Funds

There are times when a ministry may require minimal start-up funds for an event. Contact Jim Schweizer (jschweizer@olachurch.org) two weeks prior to the event so arrangements may be made to fulfill your request. Arrangements to return start-up funds must be made with Jim at that time. Funds must be returned to the parish office no later than 3 days after the event.

Insurance **And Liability**

Liabilty Insurance/Certificate of Insurance (COI)

Liability insurance is required from vendors to protect both the vendor and the parish from financial loss in case of accidents, property damage, or injuries related to their work or services. It ensures that any claims or legal costs are covered without placing the financial burden on the parish. **See Sample in Appendix 31.**

Vendor Hold Harmless Agreement

A Vendor Hold Harmless Agreement is a legal document in which the vendor agrees to assume responsibility for certain risks and to release the parish (or organization) from liability for claims, damages, or losses arising from the vendor's activities or services. **See Sample in Appendix 32.**

Please note that inflatables/bounce houses are not permitted.

Accident/Injury Reports

Accidents happen. If someone is injured at your event, after providing the appropriate medical care, contact Jim Schweizer (jschweizer@olachurch.org)

The Archdiocesan Accident/Injury Report can be found in Appendix 33. This should be filled out and turned in to Jim Schweizer (jschweizer@olachurch.org) as soon as possible after the incident.

Report Damages

If you have any damaged items or problems to report, please contact Jim Schweizer (jschweizer@olachurch.org) as soon as possible after your meeting/event. Working together, we can keep our parish home in good shape, sparkling clean, and ready for the next group who will use the facilities.

Inclement Weather **Policy**

When weather is hazardous – or has the potential to become hazardous – the OLA campus will close. In the event of our closing, the information will be provided as soon as possible via the following:

- Posted on the parish website (www.olachurch.org),
- Posted on Facebook (www.facebook.com/olachurch.atlanta),
- Posted on Instagram (www.instagram.com/olachurchbrookhaven/), and
- Via the Parish E-News.

Please note that in the event of a power outage, it is not possible to send the e-news or to update the website. It may be possible to update Facebook and Instgram so check there.

If our schools are closed, the parish office is closed and all meetings, events, and practices are cancelled.

If hazardous weather does occur, please use common sense before getting on the roads to come to OLA.

If the news is telling you to stay off the roads, do not come to OLA - especially in the mornings and after dark!

Emergency **Procedures**

The safety of all people on our campus is a top priority. We want all our members and guests to feel safe and secure at all times.

Safety begins with each of us. If something does not look or feel right, it probably isn't. Please be alert and diligent at all times.

You may want to print this information and keep it with you during your meetings and events. ***A copy is posted in each meeting space.***

It is imperative to get everyone present to safety and then call 911 if faced with an emergency situation, either non-violent or one you would consider threatening. Then contact clergy/staff.

Campus Security Firm/Off-Duty Brookhaven Police Officer

Due to the increased violence at churches and schools – and in our ongoing effort to keep our community safe – we have a security firm (off-duty Brookhaven PD on weekend) that will have personnel onsite 7 days a week.

Fire Emergencies

I**n case of fire, it is imperative to get everyone present to safety and then call 911.** Then notify clergy/staff.

Fire extinguishers can be found in the following locations (they are visibly marked):

Chanel Center - Outside doors in Library

Church – First Floor
- Outside the Daily Chapel
- By the bathrooms
- In the sound/light room next to the choir behind the altar

Church – Second Floor
- Hallway
- Upper Room under the sink

Marist Hall
- Center of room near kitchen

Moylan Hall
- Kitchen
- To the right of the girls bathroom

Murray Center
- Both sides of stage
- By bathrooms
- In lobby by double doors

Parish Office Conference Room
- At the exterior door (church side) across from the meeting space
- At the end of the hall at the opposite end of the hallway

School Library -At doors

The Upper Room
- Under sink

Youth Room
- At the exterior door (church side) to left as you exit youth room exterior door
- At the end of the hall at the opposite end of the hallway

Medical Emergencies

In case of a medical emergency, call 911 immediately. Then notify clergy/staff.

Clergy or Staff members will notify parish security, but if possible, please wave security down for assistance.

AED (Automated External Defibrillator)
The 911 operator may ask you if you have access to an AED (Automated External Defibrillator). An AED is an easy-to-use medical device used to re-establish heart rhythm in those experiencing sudden cardiac arrest. Easy to follow instructions are included with the device.

AEDs are located in the following spaces:

Church
First Floor near bathrooms

Moylan Hall
Kitchen

Parish Office
Breakroom/Kitchen

School
By elevator
Gym lobby
2nd Floor Teacher's Lounge

First Aid Kits
There are first aid kits located in the meeting spaces listed below.

Church: First Floor
By bathrooms

Church: Second Floor
Under sink in Upper Room

Marist Hall
Over fire extinguisher

Moylan Hall
Kitchen

Parish Office
On top of refrigerator in the kitchen/breakroom

Where to Send First Responders

If you call 911 it is important that you provide accurate information to assist first responders in finding you.

- Give 911 the correct address:
  - The address of the Parish Office/Youth Room/Parish Office Conference Room is 1406 Hearst Drive.
  - The address of the Church/Upper Room/Choir Room/Preschool/Moylan Hall is 1350 Hearst Drive. If in Upper Room or Choir Room be sure to specify second story of the church.
  - The address of the School/Chanel Center/School Library/Marist Hall/Murray Center is 1320 Hearst Drive.
- If possible, send ministry members outside to key points to point the way for police:
  - At the entrance by the playing field.
  - On lower level to point to upper level as needed.
  - At entrance doors.
  - You may have to have multiple people within sight of one another to properly direct first responders.
  - For the Parish Office/Youth Room/Parish Office Conference Room someone will need to wait at the street where Hearst Drive and Lanier Drive intersect.

Notify Parish Clergy/Staff Immediately

Once the authorities have been contacted, the next step is to contact the parish clergy/staff as follows:

- Monday – Friday during office Hours (8am-4pm): Contact the parish office at 404-261-7181.
- After Hours and Weekends: Call the rectory at 404-365-0508.
- If you cannot reach the Office or Rectory: Contact Jim Schweizer (404-435-4396), Business Manager, or Anne Stephens (678-879-8290), Parish Life Coordinator. ***Please note that these numbers are for use in an emergency situation only and not for general ministry business***.
- Clergy or Staff members will notify parish security, but, if possible, please wave him/her down for assistance.

Please note that the personal numbers listed in this section are for emergencies only and not for general parish/ministry business.

Appendix 1
Adult Volunteer Application

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA
OFFICE OF CHILD & YOUTH PROTECTION

Adult Volunteer (Unpaid Worker) Application

Part A: To be filled out by the Applicant

Full Legal Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Date of Birth: ____/____/____ *Social Security Number: XXX – XX – _____

Phone Number: (____) _____ Email Address: _____

YES	NO	Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation?
YES	NO	Have you ever been the subject of an investigation involving an allegation of sexual abuse?
YES	NO	Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse?
YES	NO	Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse by you?
YES	NO	Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you?

If you answered yes, to any of the above questions, please provide a detailed explanation on the back of this page.

*If you do not have a social security number, the Safe Environment Coordinator at the location must check the three non-relative reference you provide below:

_____
(Name) (How this individual knows you) (Email address and/or phone number)

_____
(Name) (How this individual knows you) (Email address and/or phone number)

_____
(Name) (How this individual knows you) (Email address and/or phone number)

I hereby certify that all answers are true to the best of my knowledge and I agree to have any of the statements checked by the Archdiocese of Atlanta. I understand that as a volunteer who will have any contact with minors and/or vulnerable individuals I must attend the safe environment training – VIRTUS: Protecting God's Children and have a complete and cleared background check* on file prior to volunteering. I also understand that I must have signed an Acknowledgment of the Safe Environment Standards of Conduct to ensure my acceptance and full agreement with all Safe Environment policies and standards.

Signature of Applicant: _____ Date: ____/____/____

Part B: To be filled out by the Safe Environment Coordinator

If the applicant does not have a SSN, I have contacted the three references of the applicant listed above, asked the reference questions provided in the Safe Environment Coordinator User Manual, and I am keeping a record of the answers to these questions, the date, and the time of the conversation on file for each reference.

☐ This person is approved to volunteer. ☐ This person is NOT approved to volunteer.

Parish / School Name: _____ City: _____

Safe Environment Coordinator Name (please print): _____

Safe Environment Coordinator Signature: _____ Date: ____/____/____

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7550 • fax: 404-920-7551 • ocyp@archatl.com • Call Reporting Hotline 888-437-0764 • archatl.com

updated November 2022

Appendix 2
Acknowledgement of Safe Environment Standards of Conduct

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA
OFFICE OF CHILD & YOUTH PROTECTION

Acknowledgment of Receipt and Compliance
Safe Environment Standards of Conduct
Archdiocese of Atlanta

The Archdiocese of Atlanta ("Archdiocese") has adopted polices and standards of conduct as an integral part of its Safe Environment program. These policies and standards of conduct are contained in the Archdiocese's Safe Environment booklet incorporating each of the following:

- Sexual Abuse Policy
- Code of Conduct for Church Personnel
- Ministerial Standards and Behavioral Guidelines for Clergy, Religious, Employees, Volunteers and Independent Contractors Dealing with Children and Vulnerable Individuals
- Policy Concerning Disabled Adult and Elder Person Abuse, Neglect, and Exploitation
- Social Media Policy

By signing below, I hereby acknowledge that I have received information on how to find a copy of the Safe Environment policy booklet in the Archdiocesan website and that I have read the booklet in its entirety, including each of the policies and standards of conduct described above, and I agree to conduct myself in full compliance with all Safe Environment policies and standards of conduct stated in the Safe Environment booklet and as may be adopted by the Archdiocese in the future. This also confirms that I will attend a VIRTUS Protecting God's Children training before I begin paid or volunteer work for the Archdiocese of Atlanta or within 30 days of my scheduled start date*. I understand that the Archdiocese shall rely on this signed Acknowledgment of Receipt and Compliance to ensure my acceptance and full agreement with all said Safe Environment policies and standards. This signed Acknowledgment will be maintained in my personnel file.

*The 30 day grace period is ONLY applicable for employees who DO NOT work with children and/or vulnerable individuals.

Name: _____

Signature: _____ Date: _____

Parish/School/Organization: _____

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7550 • fax: 404-920-7551 • ocyp@archatl.com • Call Reporting Hotline 888-437-0764 • archatl.com

Appendix 3
Volunteer Application for Minors

MINOR VOLUNTEER APPLICATION
ARCHDIOCESE OF ATLANTA
(Unpaid Workers)

Parish/School/Agency Name:

Volunteer Profile

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the name of the Church would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below. A physical copy of each application for volunteer service will be kept on file for one (1) year following the termination of the volunteer's service, and an electronic copy of the application will be kept for fifty (50) years following the destruction of the physical document.

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (City) (State) (Zip)

Home phone: (____) _____ Cell phone: (____) _____

Name of School: _____ E-mail address: _____

Date of Birth: ____/____/____ Social Security Number: XXXX - XX - _____

REFERENCES. **Please provide the "School Reference for Minor Volunteers" form to your school Principal, Dean, or School Administrator to complete.**

For Home School

Please list 3 non-family members who are familiar with your character

Name _____
Telephone _____
Verified on: _____ By: _____

Name _____
Telephone _____
Verified on: _____ By: _____

Name _____
Telephone _____
Verified on: _____ By: _____

PERSONAL INFORMATION

a. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? ___Yes ___No
If yes, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

b. Have you ever been the subject of an investigation involving an allegation of sexual abuse? ___Yes ___No
If yes, please explain:

c. Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse? ___Yes ___No If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

d. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse by you? ___Yes ___No
If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

e. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? ___Yes ___No
If yes, give a short description of the treatment, including date(s), nature and locations(s), identifying the treating physician with name, address, and telephone number

FOR PARISH/SCHOOL/AGENCY USE ONLY

INTERVIEWED
By: _____
Date: _____

POSITION ASSIGNED:
_____

a. Have the reference been contacted?
____Yes ____No

By whom? _____

When? _____

_____
Signature of Supervisor

_____
Date

ACCEPTED:

_____
Signature of Pastor

_____
Date

× _____ _____ × _____ _____
Signature of Parent Date Signature of Minor Date

Revised December 2015

Appendix 4
School Reference Form for Minors

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA
OFFICE OF CHILD & YOUTH PROTECTION

Confidential School Reference Form

Section A: To be filled out by applicant & parent

Full Legal Name of Minor: _____
(First) (Middle) (Last)

Grade: _____ Minor Email Address: _____

Location of service (volunteer/work): _____

Name and email address of the person at the location to whom this form should be sent:

_____
(Name) (Email address)

Minor Signature: _____ Date: _____/_____/_____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____/_____/_____

Section B: To be filled out by school official

Please complete the confidential reference form regarding the above named student who would like to volunteer/work with children and/or vulnerable individuals. Scan and email this form to the contact at the location listed above for which the student would like to volunteer/work.

YES NO Is the applicant a student in good standing at your school?

YES NO Has the applicant ever been the subject of an investigation involving an allegation of bullying, harassment, physical abuse, sexual abuse or other abusive behavior?

YES NO Has the applicant ever been in trouble at school and received a consequence greater than detention?

YES NO Do you know of any reason the applicant should not be placed in a position of trust with children and/or vulnerable individuals?

YES NO Do you recommend the applicant for such a working with children and/or vulnerable individuals?

☐ Please call for more information.
☐ Please see comments on the back of this page.

School Official's Name: _____ Position: _____

School Official's Signature: _____ Date: _____/_____/_____

School Name: _____ City: _____

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7550 • fax: 404-920-7551 • ocyp@archatl.com • Call Reporting Hotline 888-437-0764 • archatl.com

updated October 2022

Appendix 5A
Medical Release for Minors

Catholic Archdiocese of Atlanta
Parish name: Our Lady of the Assumption

Annual Medical Release

Name of Student: _____ **Date of Birth:** _____

Address: _____

_____ **Home phone #:** _____

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical attention. I wish to be advised prior to any further treatment by the doctor and hospital. If you are unable to reach me, contact:

Emergency contact _____ Phone # _____

Relation to participant _____

If you are unable to reach parent/guardian or the emergency contact person, I hereby grant permission for the doctor and hospital to exercise professional judgment in treating participant.

Medical / Hospital Insurance Carrier _____

Name of Policy Holder _____ Relation to participant _____

Policy Number _____ Group Number _____

Signature of Parent / Guardian _____ Date _____

Father/Guardian's full name: _____

Phone #: _____ Cell # _____

Home address: _____

Place of business/address: _____

_____ **Phone #:** _____

Mother/Guardian's full name: _____

Phone #: _____ Cell # _____

Home address: _____

Place of business/address: _____

_____ **Phone #:** _____

(Both sides need to be complete and signed)

Appendix 5B
Medical Release for Minors

Name of Participant _____

Medications: My child is taking the following medication(s):

Description _____ Dosage _____

Description _____ Dosage _____

(EITHER A PHYSICIAN'S PRESCRIPTION OR PARENT NOTE MUST ACCOMPANY ALL MEDICATIONS. PRESCRIPTION / NOTE SHOULD BE ATTACHED TO THIS FORM.)

I hereby grant permission for non-prescription medications to be given, if deemed appropriate.

Drug allergies _____

_____

Other allergies / reactions (food, plants, insects, etc.) _____

_____

List any other health problems / limitations that we need to be aware of _____

_____

Signature of Parent / Guardian _____ Date _____

(This Medical Release is good for the period of one year; beginning _____ and ending _____.)

Appendix 6
Permission to Contact Youth

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

Permission to Contact Youth

Complete One Form per Child

Child's Name: _____

Date of Birth: _____

Our parish and/or school,_____, follows the Archdiocese of Atlanta's Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors for contacting youth via social media. We may also use text messages, email, and parish/school-approved online/virtual platforms to contact youth. Per this policy and guidelines, parents must be made aware of how social media and electronic communications are being used. *Parents must be told how to access the sites, and be given the opportunity to be copied on all material sent to their children.*

After receiving written permission to communicate with young people, Archdiocesan employees should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. Please reference the policy and guidelines for more information.

Please indicate below whether our parish has permission to contact your child:

☐ I hereby grant permission for the following parish and/or school_____, to contact my child,_____, for internal or external communications for **one year** via social media, email, text, and/or parish/school-approved online/virtual platforms. I understand I can request the same communications provided to my child, and that it does not have to be via the same technology (for example, if children receive a reminder via Twitter, parents can receive it in a printed form or by an email list).

☐ NO, I do not want my child contacted or communicated with in any way.

_____ _____

Signature of Parent or Legal Guardian *Date*

_____

Print Name of Parent or Legal Guardian

Please contact your Parish Catechetical Leader/School Administration immediately to change these permissions.

FOR OFFICE USE ONLY: This form is to be kept for current year. Supplant annually until the child is 18.

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7800 • fax: 404-920-7801 • archatl.com

REV. 20200729

Appendix 7A
Volunteer and Employee Driver Information

See the information below regarding the requirements for anyone driving on church or school business. This is required of both employees and volunteers who are driving their personal vehicle for church/school use. This would include something as simple as running an errand to pick up and item from the grocery store to driving children to retreats and field trips. The Volunteer Driver Requirements checklist and the Volunteer Driver Form are required for each driver. The "Be Smart/Drive Safe" video must be views on the CMG website. (See following pags.)

Please see following pages for forms.

- Volunteer & Employee Driver Requirements – This is a checklist to be used for each volunteer and employee driver. All nine steps need to be completed.
- Volunteer & Employee Driver Form – This is item #5 on the checklist. This needs to be completed for each volunteer and employee driver.
- Be Smart/Drive Safe Video – The "Defensive Driving" flyer explains how to access the "Be Smart/Drive Safe" video. This is item #6 on the checklist and needs to be viewed by each driver.

Please contact Jenny Castro at jcastro@olachurch.org if you have questions or concerns.

Appendix 7B
Volunteer and Employee Driver Information

Archdiocese of Atlanta

Volunteer and Employee Driver Requirements

Please complete this checklist for ALL Volunteer Drivers.

Parish / School Name: _____

Volunteer Driver Name: _____

Completed	Steps	Initials / Date
☐	1. Verify Drivers age is 21 years or more.	____ / _____
☐	2. Verify and obtain copy of valid driver's license.	____ / _____
☐	3. Obtain copy of auto insurance coverage (Declarations page, for example) verifying limits of $100,000 / $300,000.	____ / _____
☐	4. Parish / School staff verify valid and current tag registration (obtain copy).	____ / _____
☐	5. Volunteer completes the Volunteer Driver Form.	____ / _____
☐	6. Volunteer watches Be Smart – Drive Safe video and answers questions at end.	____ / _____
☐	7. Parish / School staff completes visible inspection of the vehicle. 10 – 15 Passenger Vans are not allowed.	____ / _____
☐	8. Volunteer completes Archdiocesan volunteer paperwork and background screening.	____ / _____
☐	9. Parish / School staff sends volunteer paperwork to HR / SEP Office.	____ / _____

Signature of parish/school volunteer driver coordinator:

_____ Date: _____

Appendix 7C
Volunteer and Employee Driver Information

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

Employee/Volunteer Driver Form

Name of Driver: _____

Address: _____

Driver's License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____
If driving a personal vehicle the minimum liability limits of $100,000/$300,000 and proof of this coverage are required. Please be aware that if you are driving your personal vehicle, your insurance is primary.

In order to provide for the safety of those we serve, we ask each volunteer to answer the following questions:

	TRUE	FALSE
1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	____	____
2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	____	____
3. I have had no more than three moving violations or accidents in the last three years.	____	____

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for parish/school ministry is a profound responsibility. I will exercise extreme care and due diligence while driving. I understand that as an employee/volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license. If driving my personal vehicle, my vehicle registration is valid and in force and my insurance limits meet the requirements of the Archdiocese of Atlanta and my auto insurance policy is in force. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

_____ _____
Employee/Volunteer Driver Signature Date

revised 03.06.2020

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7800 • fax: 404-920-7801 • **archatl.com**

Volunteer and Employee Driver Information

Catholic Mutual Group Presents

CMGConnect



Defensive Driving

- Be Smart—Drive Safe is our online defensive driving course.
- This 18-minute video should be taken by all volunteers and employees that drive on behalf of the parish or school.
- Easily accessible at www.CMGconnect.org 'Defensive Driving Curriculum'.

For additional information please contact your Claims Risk Manager, Loss Control Representative, or Catholic Mutual Group.

Volunteer and Employee Driver Information

CMGConnect

One Stop for All Your Training Needs

Getting Started:

1. Access the training site from your Arch/Diocesan webpage or at: www.CMGconnect.org.
2. Create a user account by completing the required fields. This allows your Arch/Diocese to confirm your training history.
3. If you have done training in the past and had an account you can use that same username and password to Sign-In.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your Arch/Diocese.



www.CMGconnect.org

Appendix 8
Schema for Recognition/Blessing at Mass

Schema for Recognition/Blessing at Mass
This form is to be submitted to Jake Mappes at jmappes@olachurch.org when you receive confirmation that your request has been placed on the parish calendar. **Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Date and Time of Mass: _____

Group/Ministry Name: _____

Ministry Leader: _____

Ministry Leader Email/Phone: _____

Do you wish to reserve pews? Yes _____ No _____ If yes, how many pews? _____

- The Ministry Leader is responsible for reserving the pews before Mass.
- We have a limited number of reserved signs available, so we ask that the Ministry Leaders print signs for their event. Simply print "RESERVED" on a sheet of paper – print enough to go on both ends of the pews.
- Arrive at least 30 minutes prior to the start of Mass to reserve pews, otherwise you may find them occupied.

Will your group provide the following? Please note that volunteers must be TRAINED in the ministry listed below in order to serve, except for gift bearers.

Lectors: _____

Gift Bearers: _____ (Check in with Ushers prior to Mass.)

Ushers: _____

Altar Servers: _____

Do you wish to have your group mentioned in the Prayers of the Faithful? Yes _____ No _____

Do you have any questions or special requests?

_____

_____

_____

_____

_____

Date Submitted: _____

Signature of Ministry Leader: _____

Appendix 9
Space User Agreement: Chanel Center

Space User Agreement: Chanel Center

(Page 1 of 1)

Our Lady of the Assumption Catholic Church

The document 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**. Set-up requests are not guaranteed. Be prepared to have your group perform set-up/break-down.

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:	36 People.
Set-Up:	6 tables that seat 6 persons
Special Notices:	No drugs, smoking, vaping, illicit substances, guns, or weapons of any kind are permitted. Do not prop open exterior doors. Do not allow access to the school areas outside of the Chanel Center. Do not move tables. Do not touch the document camera near the smart board.

Please initial each item acknowledging the following:

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

_____ The document camera (near white board) will not be touched.

_____ 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:

- 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

_____ 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.

_____ No permanent markers, glitter, or confetti will be used.

_____ Trash, if any, will be emptied to the dumpster across from the turf field/gym.

_____ Tables 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.

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

_____ _____

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!

(Chanel Center Space User Agreement - Rev. 9.26.2025)

Appendix 10A
Space User Agreement: Choir Room *(Page 1 of 2)*

Space User Agreement: Choir Room
Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

Page One of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required ***Meeting Space Checklist Agreement.***

The document 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.

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry: _____

Phone: _____ Ministry Email: _____

Set-up Date/Time:

_____

Event Start/End Time:

_____

# of People Expected: _____

Fequency of Meeting: One Time _____ Recurring _____

If recurring, list start date: _____

If recurring, list end date: _____

There is no alternate set-up for this location except for the theater style choir seating.

Appendix 10B
Space User Agreement: Choir Room *(Page 2 of 2)*

Space User Agreement: Choir Room
Our Lady of the Assumption Catholic Church *(Page 2 of 2)*

Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ No alcohol is permitted.

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

_____ Usage of the piano or any other instrument is prohibited without written permission from Jake Mappes, Director of Music & Liturgy (jmappes@olachurch.org)

_____ 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:
- 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

_____ 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 required the use of a plastic table cloth, supplied by the ministry, is required. No glitter or confetti will be used.

_____ The space will be left in the same – or better – condition than prior to the event.

_____ Bathroom is located in upper level hallway. It will be checked to ensure it is in good condition at the end of the events.

_____ Trash, if any, will be disposed in the proper receptacle.

_____ No food or beverages (except water) are permitted.

_____ 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 Choir Room and Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Jake Mappes, Director of Music & Liturgy (jmappes@olachurch.org) will be notified immediately.

_____ _____

Minstry Leader Signature Date

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

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!

Space User Agreement: Choir Room *(Page 2 of 2)* - *Rev. 9.2026*

Appendix 11
Space User Agreement: Church Narthex

Space User Agreement: Church Narthex
Our Lady of the Assumption Catholic Church

The document 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 available set-up consists of one table.

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: _____

Fequency of Meeting: One Time ____ Recurring ____

If recurring, list start date: _____ If recurring, list end date: _____

# of People Expected: _____

_____ No alcohol, drugs, smoking, 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.

_____ No tape, glue, or other adhesives will be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.

_____ The space will be left in the same – or better – condition than prior to the event. he end of the events

_____ Trash, if any, will be disposed in the proper receptacle.

_____ No food or beverages (except water) are permitted.

_____ 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 Choir Room and Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Jake Mappes, Director of Music & Liturgy (jmappes@olachurch.org) will be notified immediately.

_____ _____

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!

PChurch Narthex Space User agreement. Revised 9.2026

Appendix 12
Space User Agreement: Church Plaza *(Page 1 of 2)*

Space User Agreement: Church Plaza

Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

This document must be filled out by all persons/ministries that book the Church Plaza at Our Lady of the Assumptio Catholic Church.

Page Two of this agreement includes the required Meeting Space Checklist. OLA Facilities personnel will assist with s set-up/break-down as they are available. Due to the busy schedule on campus, OLA staff may not be available for se up/break-down. Please plan to have volunteers provide set-up/break-down when possible.

The document 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.

Name of Event: _____ Date of Event: _____

Ministry: _____ Contact Name: _____

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:	Variable
Configuration:	Tables , Chairs, and Tents are available in a limited capacity.
Notes:	The Church is not to be accessed during any event held in the Church Plaza and surrounding area.
	The Garden of Memories is not to be accessed during any event held in the parking lot and/or surrounding area.

Church Plaza Space User Agreement (Page 1 of 2) Revised 9.2026

Appendix 12B
Space User Agreement: Church Plaza *(Page 2 of 2)*

Space User Agreement: Church Plaza

Our Lady of the Assumption Catholic Church *(Page 2 of 2)*

Please initial each item acknowledging the following:

_____ No alcohol, 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 space. Children will NOT be allowed on either playground or turf field.

_____ 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

_____ No glitter or confetti will be used. 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. Chairs will also be wiped down as needed.

_____ Tables and chairs will be put up in the appropriate storage area.

_____ The Church will not be accessed.

_____ The Garden of Memories will not be accessed.

_____ Trash, if any, will be emptied taken to the dumpster across from the turf field. (Not left in the one outside the kitchen door.)

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Food left in the Moylan Hall kitchen or refrigerator will be thrown away.)

_____ 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.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!

Church Plaza Space User Agreement (Page 2 of 2) Revised 9.2026

Appendix 13A
Space User Agreement: Marist Hall /School Cafeteria

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: _____

Appendix 13B
Space User Agreement: Marist Hall /School Cafeteria

Space User Agreement: Marist Hall/School Cafeteria

Our Lady of the Assumption Catholic Church *(Page 2 of 3)*

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.

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

_____ _____

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!

Space User Agreement: Marist Hall/School Cafeteria *(Page 2 of 3)* - *Rev. 9.4.2026*

Appendix 13C
Space User Agreement: Marist Hall /School Cafeteria

Our Lady of the Assumption Catholic Church

Space User Agreement: Marist Hall/School Cafeteria *(Page 3 of 3)*

Set Up Request

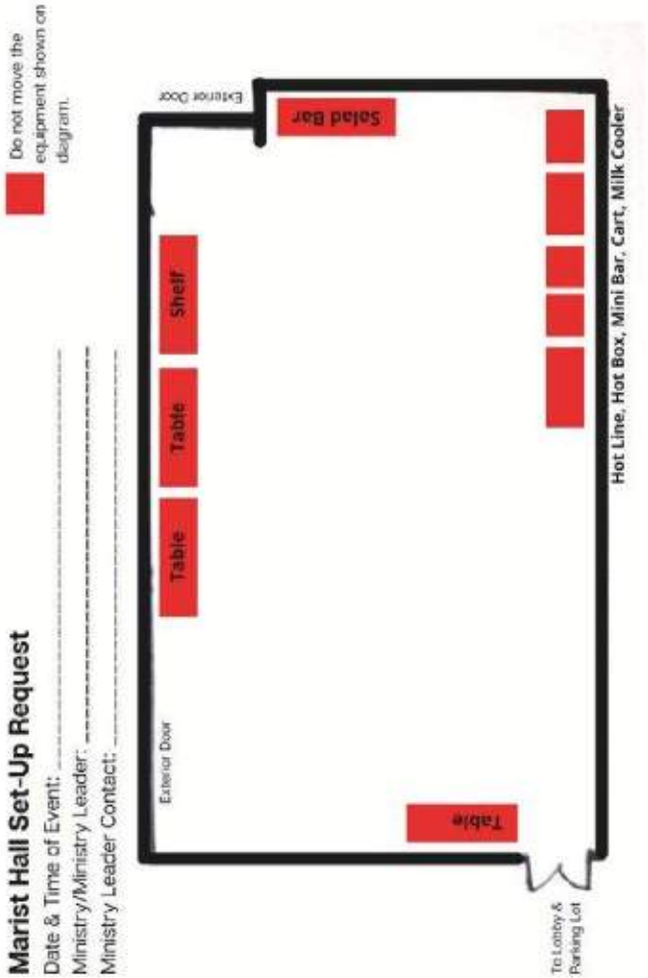
Name of Event: _____ Date of Event: _____

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.



Appendix 14A
Space User Agreement: Marist Hall/School Cafeteria Kitchen

(Page 1 of 2)

Space User Agreement: Marist Hall Kitchen/School Kitchen

Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

Page One of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required ***Cleaning Checklist Agreement.*** *Keep a copy of this for your records so that you have access to the procedures following your event.*

The document 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.

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: _____

Initial each item below to acknowledge space rules.

_____ The Kitchen is only to be used by those with special training.

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

_____ Kitchen will only be used by individuals who have received the proper training by the school.

_____ 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.

_____ Trash, if any, will be emptied in the dumpster across from the turf field.

_____ The floor will be swept and mopped as needed.

_____ Bathrooms will be checked to ensure they are in good condition.

_____ All food and beverages will be removed from the premises or stored in the appropriate storage closet at the conclusion of the event.

_____ In the event of injuries 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Mandy Crock, OLA School Principal (mcrock@olaschool.org) will be notified immediately.

_____ I acknowledge receipt of the Cleaning Checklist and will comply with all required procedures.

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

_____ _____

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!

Space User Agreement: Marist Hall Kitchen/School Kitchen (Page 1 of 2) - Rev. 9.2026

Appendix 14B

Space User Agreement: Marist Hall/School Cafeteria Kitchen



Space User Agreement: Marist Hall Kitchen/School Kitchen

Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

Page One of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required ***Cleaning Checklist Agreement.*** *Keep a copy of this for your records so that you have access to the procedures following your event.*

The document 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.

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: _____

Initial each item below to acknowledge space rules.

_____ The Kitchen is only to be used by those with special training.

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

_____ Kitchen will only be used by individuals who have received the proper training by the school.

_____ 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.

_____ Trash, if any, will be emptied in the dumpster across from the turf field.

_____ The floor will be swept and mopped as needed.

_____ Bathrooms will be checked to ensure they are in good condition.

_____ All food and beverages will be removed from the premises or stored in the appropriate storage closet at the conclusion of the event.

_____ In the event of injuries 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Mandy Crock, OLA School Principal (mcrock@olaschool.org) will be notified immediately.

_____ I acknowledge receipt of the Cleaning Checklist and will comply with all required procedures.

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

_____ _____

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!

Space User Agreement: Marist Hall Kitchen/School Kitchen (Page 1 of 2) - Rev. 9.2026

Appendix 15A
Space User Agreement: Moylan Hall

Space User Agreement: Moylan Hall
Our Lady of the Assumption Catholic Church *(Page 1 of 3)*

Page 1 of this document must be filled out by all persons/ministries that book Moylan 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.

Page 3 of this agreement is where you will create a diagram of the requested set-up. Please note that set-up by our facilities staff is not always possible.

The document 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

Theater/Assembly Style Seating

Capacity:	220 people
Set-up:	Rows of chairs, Podium, Microphone
AV:	Monitor with HDMI port. Bring your own laptop with HDMI port.

Dinner/Events with Tables

Capacity:	180 people
Set-up:	6' Round tables, 6' rectangular tables, and/or card tables, if available
AV:	Monitor with HDMI cable. Bring your own laptop with HDMI port.

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: _____

Additional Set-Up Requested

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

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

Equipment Requested: Microphone _____ Podium _____
Monitor (Must provide your own laptop and HDMI cord) _____

Space User Agreement: Moylan Hall *(Page 1 of 3)* - *Rev. 9.2026*

Space User Agreement: Moulan Hall

Space User Agreement: Moylan Hall

Our Lady of the Assumption Catholic Church *(Page 2 of 3)*

Meeting Space Checklist

_____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer (jschweizer@olachurch.org) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens via the online link (www.olachurch-forms.org/police-officer-request) one month prior to the event. ($100/hr. 3 hour minimum Subject to change.)

_____ 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. Children will NOT be allowed on the playground or turf field.

_____ 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.

_____ 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. Chairs will also be wiped down as needed.

_____ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager. Tables go in table room past girls bathroom. Chairs to be stacked in carts (be sure they all face the same direction).

_____ Trash, if any, will be emptied taken to the dumpster across from the turf field. (Not left in the one outside the kitchen door.)

_____ The floor will be vacuumed if needed.

_____ Outlet covers that were removed during the event will be replaced. Notify facilities if any are missing.

_____ Bathrooms will be checked to ensure they are in good condition.

_____ If the kitchen is used, it will be cleaned up. That includes wiping down countertops, sweeping/mopping the floor, cleaning dishes the group used.

_____ Dishes, containers, and utensils will be cleaned, dried, and returned to the pantry where they were found.

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Food left in the kitchen or refrigerator will be thrown away.)

_____ 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Director of Campus Facilities (bshepherd@olachurch.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!

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

Space User Agreement: Moylan Hall *(Page 2 of 3)* - *Rev. 9.2026*

Appendix 15C
Space User Agreement: Moylan Hall

Space User Agreement: Moylan Hall
Our Lady of the Assumption Catholic Church *(Page 3 of 3)*

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.)

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

Set-Up Requested

Set-Up Style

Theater/Assembly Style _____

Dinner/Event Style with Tables _____

# of Round Tables Requested:

_____

# of Rectangular Tables Requested:

_____

# of Round Tablecloths Requested:

_____

# of Rectangular Tablecloths Requested:

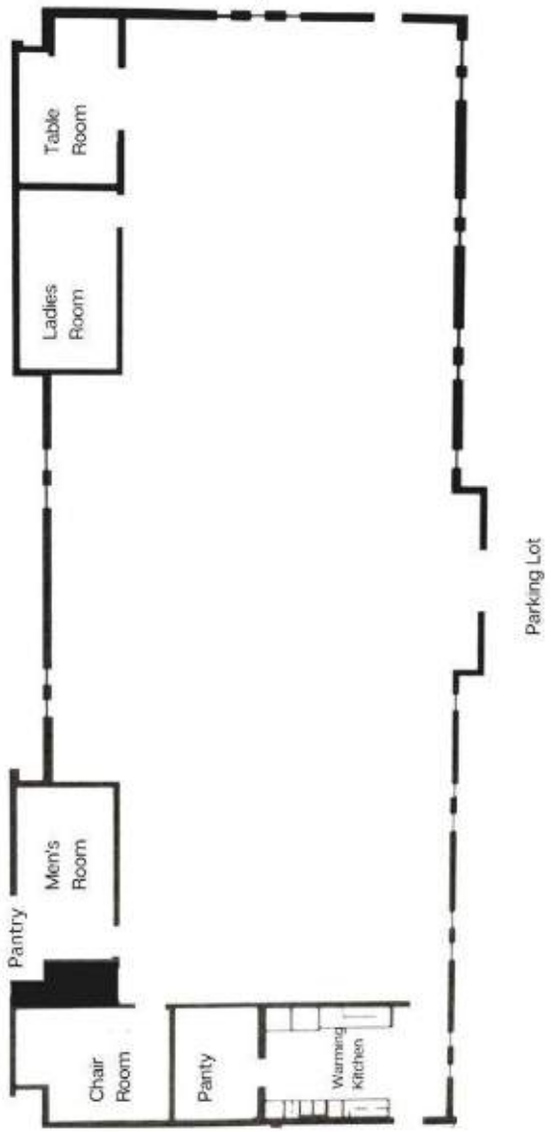
_____

Equipment Requested:

Microphone _____ Podium _____

Monitor (Must provide your own laptop and HDMI cord _____

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



Space User Agreement: Moylan *Hall (Page 3 of 3) - Rev. 9.2026*

Appendix 16A
Space User Agreement: Murray Center

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

Our Lady of the Assumption Catholic Church

Page One of this document must be filled out by all persons/ministries that book the Murray Center/Gym at Our Lady of the Assumption Catholic Church.

Page Two 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.*

Page Tree of this agreement is where you will create a diagram of the ***requested*** **set-up.** Please note that set-up by our facilities staff is not always 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:	250 people
Configuration:	6' Round tables, 6' rectangular tables, and/or card tables, if available
Special Notices:	No alcohol is permitted. No drugs, 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. Spills must be cleaned up.***

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry Name: _____

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: _____

If recurring, list end date: _____

ace User Agreement: Murray Center/Gym *(Page 1 of 3) - Revised 9.2026*

Appendix 16B
Space User Agreement: Murray Center



Space User Agreement: Murray Center/Gym *(Page 2 of 3)*

Our Lady of the Assumption Catholic Church

Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ Murray Center is not accessible prior to 6pm on school days.

_____ No alcohol usage/service is permitted in the Murray Center.

_____ 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. Children will NOT be allowed on the playground or turf field.

_____ 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

_____ No helium balloons will be used.

_____ No candles 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, glitter, or confetti will be used. Arts & Crafts require the use of a plastic table cloth, supplied by the ministry, is required.

_____ Tables and chairs will be put up.

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

_____ The floor will be swept and liquid spill wiped up 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.

_____ If food and beverage are served, tables will be wiped down.

_____ The space will be left in the same – or better – condition than prior to 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Director of Campus Facilities (bshepherd@olachurch.org), will be notified immediately.

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

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!

Space User Agreement: Murray Center/Gym *(Page 2 of 3) - Revised 9.2026*

Appendix 16C
Space User Agreement: Moylan Hall

Space User Agreement: Murray Center/Gym *(Page3 of 3)*
Our Lady of the Assumption Catholic Church

Set Up Request

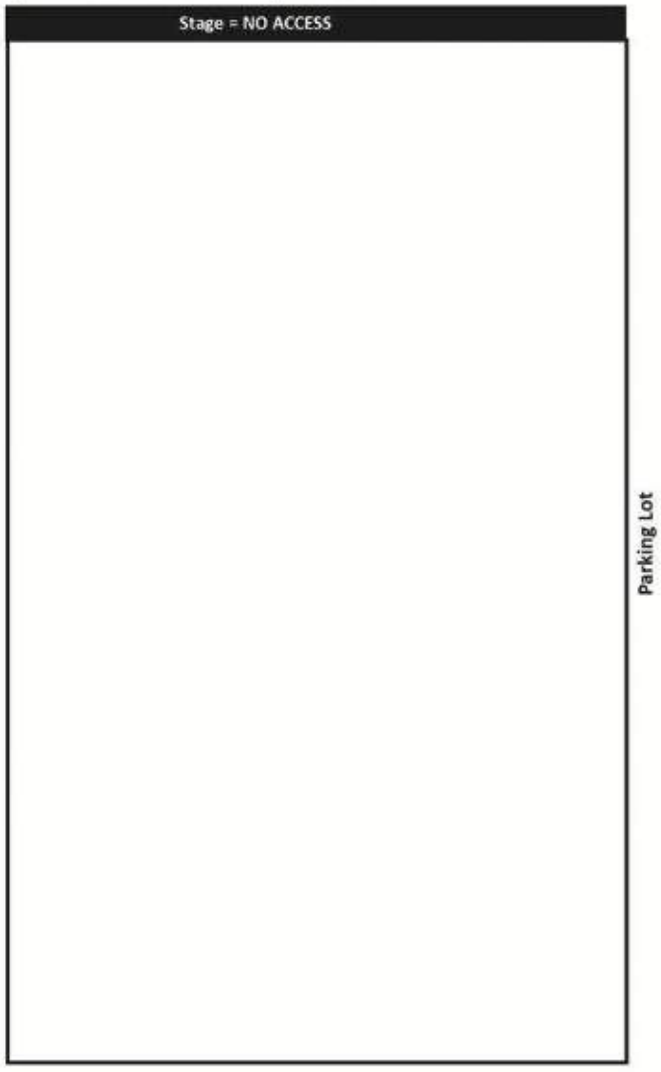
Name of Event: _____ Date of Event: _____

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

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



Set-Up Requested

# of Round Tables Requested:

_____

# of Rectangular Tables Requested:

_____

# of Round Tablecloths Requested:

_____

# of Rectangular Tablecloths Requested:

_____

Equipment Requested:

Microphone _____ Podium _____

Iser Agreement: Murray Center/Gym *(Page 3 of 3) - Revised 9.2026*

Appendix 17
Space User Agreement: Parish Office Conference Room

Space User Agreement: Parish Office Conference Room *(Page 1 of 1)*
Our Lady of the Assumption Catholic Church

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.

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. **No other set-up is available.**
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 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, glitter, or confetti will be used. Arts & Crafts required the use of a plastic table cloth, supplied by the ministry, is required.
_____ No running is allowed.
_____ 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!

Space User Agreement: Parish Office Conference Room *(Page 1 of 1) - Revised 8.30.2026*

Appendix 18A
Space User Agreement: Parish Office Fire Pit

Space User Agreement: Parish Office Fire Pit

(Page 1 of 2)

Our Lady of the Assumption Catholic Church

Page One of this document must be filled out by all persons/ministries that book the Parish Office Fire Pit at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required ***Meeting Space Checklist.***

The agreement must be signed and returned to Bryan Shepherd bshepherd@olachurch.org, Campus Director of Facilities, and Anne Stephens (astephens@olachurch.org), Parish Life Coordinator, at 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

Parking is not available in the office/rectory parking lot. Attendees must park on the lot located below the office outside the 2nd level of the church.

A responsible adult must be present at all times when the firepit is in use. Children/youth must be supervised at all times.

Use of the fire pit may be prohibited due to weather conditions, drought conditions, burn bans, high winds, or other safety concerns as established by the parish office.

The fire must be contained witn the designated fire pit.

The Ministry/Group is responsible for ensuring that the fire is completely extinguished before leaving the area.

No alcohol is permitted. No drugs, guns, or weapons of any kind are permitted.

Bird feeders cannot be bothered or moved.

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry Name: _____

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: _____

If recurring, list end date: _____

Space User Agreement: Parish Office Fire Pit *(Page 1 of 2) - Revised 9.2026*

Appendix 18B
Space User Agreement: Parish Office Fire Pit



Space User Agreement: Parish Office Fire Pit

Our Lady of the Assumption Catholic Church

Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ Use of the firepit is permitted only with a confirmed booking/reservation.

_____ No alcohol, 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.

_____ 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

_____ The group understands that OLA staff may cancel or discontinue Fire Pit use at any time due to weather, safety concerns, or campus needs.

_____ The fire will remain completely contained within the designated Fire Pit.

_____ No person will enter, sit on, climb on, or otherwise misuse the Fire Pit.

_____ Nothing will be thrown into the fire other than approved firewood.

_____ Chairs, tables, decorations, coolers, and other items will be kept a safe distance from the Fire Pit.

_____ A suitable means of extinguishing the fire will be readily available throughout the event.

_____ Food may only be cooked or roasted over the Fire Pit when appropriate equipment is used and adults provide adequate supervision.

_____ Roasting sticks/skewers, if used, will be handled carefully and will not be left unattended around children.

_____ The fire will never be left unattended.

_____ The fire will be completely extinguished before the group leaves the area. Hot or smoldering coals will not be left unattended.

_____ The Fire Pit and surrounding area will be left in the same—or better—condition than prior to the event.

_____ Trash, if any, will be emptied in the dumpster across from the turf field

_____ All food and beverages will be removed from the premises at the conclusion 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Director of Campus Facilities (bshepherd@olachurch.org), will be notified immediately.

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

_____ _____

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!

Appendix 19
Space User Agreement: Parish Office and Grounds

Space User Agreement: PARISH OFFICE & GROUNDS

Our Lady of the Assumption Catholic Church

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.

Name of Event: _____

Date of Event: _____

Ministry: _____

Contact Name: _____ Ministry Email: _____

Phone: _____

Set-up Date/Time: _____ Door Unlock Time: _____

Event Start/End Time: _____ Door Lock Time: _____

# of People Expected: _____

If recurring, list start date: _____

Fequency of Meeting: One Time ___ Recurring ___

Please initial each item acknowledging the following:

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

_____ Participants will park in lower parking lot or on street.

_____ No offices or office supplies will be accessed.

_____ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility/grounds.

_____ No tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.

_____ No permanent markers, glitter, or confetti will be used. Arts & Crafts require the use of a plastic table cloth to avoid a mess.

_____ If tables are used they will be wiped down/cleaned at end of event.

_____ Grounds will be picked up. Trash will be taken to the dumpster across from the turf field.

_____ All food/beverages will be removed from the premises.

_____ No one will attempt to access the rectory or areas beside/behind the rectory.

_____ 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.

_____ _____

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!

Keep a copy of this document for your records.

Parish Office/Grounds Space User Agreement Rev. 9.2026

Appendix 20A

(Page 1 of 5)

Space User Agreement: Parking Lot and Grounds

Space User Agreement: PARKING LOT & GROUNDS

Our Lady of the Assumption Catholic Church (Page 1 of 5)

This document must be filled out by all persons/ministries that book the Parking Lot/Grounds at Our Lady of the Assumption Catholic Church.

Page Two 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.

Pages 3-5 of this agreement include diagrams of our campus. Use these pages to create a diagram of the requested set-up. Please note that set-up by our facilities staff is not always 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.

Name of Event: _____ Date of Event: _____

Ministry: _____ Contact Name: _____

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:	Variable
Configuration:	Tables , Chairs, and Tents are available in a limited capacity.
Notes:	The Church is not to be accessed during any event held in the parking lot and surrounding area.
	The Garden of Memories is not to be accessed during any event held in the parking lot and/or surrounding area.
	For set-up requests, only submit the pages reflecting the space booked.

Parking Lot/Grounds Space User Agreement (Page 1 of 5) Revised 9.2026

Appendix 20B

Space User Agreement: Parking Lot and Grounds

Space User Agreement: PARKING LOT & GROUNDS

Our Lady of the Assumption Catholic Church (Page 2 of 5)

Please initial each item acknowledging the following:

_____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer (jschweizer@olachurch.org) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens via the online link (www.olachurch-forms.org/police-officer-request) one month prior to the event. ($100/hr. 3 hour minimum Subject to change.)

_____ 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 space. Children will NOT be allowed on either playground or turf field.

_____ 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

_____ No glitter or confetti will be used. 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. Chairs will also be wiped down as needed.

_____ Tables and chairs will be put up in the appropriate storage area.

_____ The Church will not be accessed.

_____ The Garden of Memories will not be accessed.

_____ The Preschool Playground will not be accessed.

_____ Trash, if any, will be emptied taken to the dumpster across from the turf field. (Not left in the one outside the kitchen door.)

_____ Bathrooms (the church bathrooms are not accessible) will be checked at the end of the event to ensure they are in good condition.

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Food left in the Moylan Hall kitchen or refrigerator will be thrown away.)

_____ 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org), will be notified immediately.

_____ Table cloths requested through the parish office will be returned, laundered, within three (3) days of 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!

Keep a copy of this document for your records.

Parking Lot/Grounds Space User Agreement (Page 2 of 5) Revised 9.2026

Appendix 20C

Space User Agreement: Parking Lot and Grounds

Space User Agreement: PARKING LOT & GROUNDS

Our Lady of the Assumption Catholic Church (Page 3 of 5)

Set Up Request UPPER PARKING LEVEL

Please note that this is only for the parking lot. If Moylan Hall is also booked, a separate agreement must be submitted.

Name of Event: _____ Date of Event: _____

Ministry Name: _____

Leader: _____ Contact Info: _____

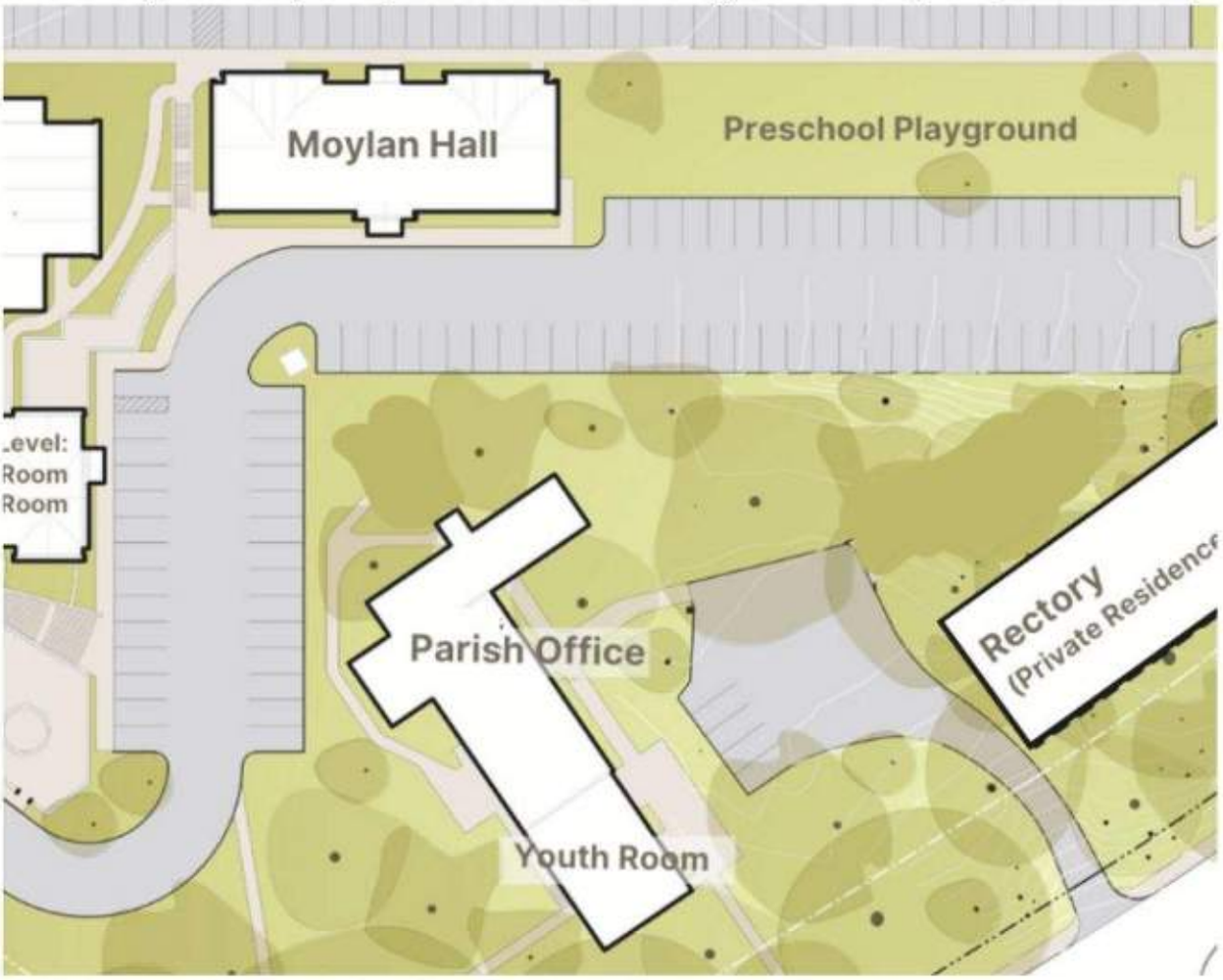
_____ Initial here if set-up assistance is requested. (I acknowledge that facilities staff is not always available for set-up.)

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

Set-Up Requested

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

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



Parking Lot/Grounds Space User Agreement (Page 3 of 5) Revised 9.2026

Appendix 20D

(Page 4 of 5)

Space User Agreement: Parking Lot and Grounds

Space User Agreement: PARKING LOT & GROUNDS

Our Lady of the Assumption Catholic Church (Page 4of 5)

Set Up Request LOWER PARKING LEVEL (Church Side)

Please note that this is only for the parking lot. If Marist Hall is also booked, a separate agreement must be submitted.

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.)

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

Set-Up Requested

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

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



Parking Lot/Grounds Space User Agreement (Page 3 of 4) Revised 9.2026

Appendix 20E

(Page 5 of 5)

Space User Agreement: Parking Lot and Grounds

Space User Agreement: PARKING LOT & GROUNDS

Our Lady of the Assumption Catholic Church (Page 5 of 5)

Set Up Request LOWER PARKING LEVEL (School/Preschool Side)

Please note that this is only for the parking lot. If Marist Hall is also booked, a separate agreement must be submitted.)

Name of Event: _____ Date of Event: _____

Ministry Name: _____

Leader: _____ Contact Info: _____

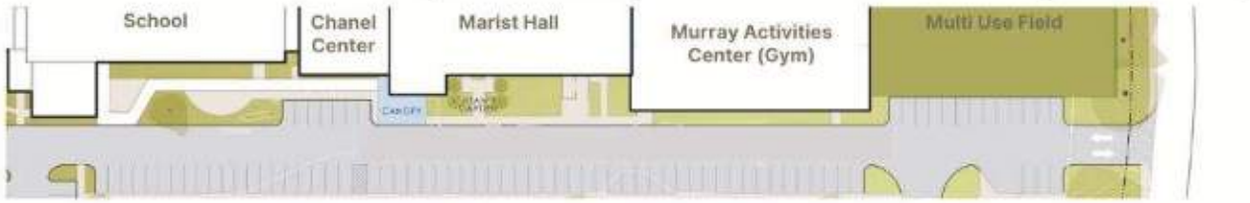
_____ Initial here if set-up assistance is requested. (I acknowledge that facilities staff is not always available for set-up.)

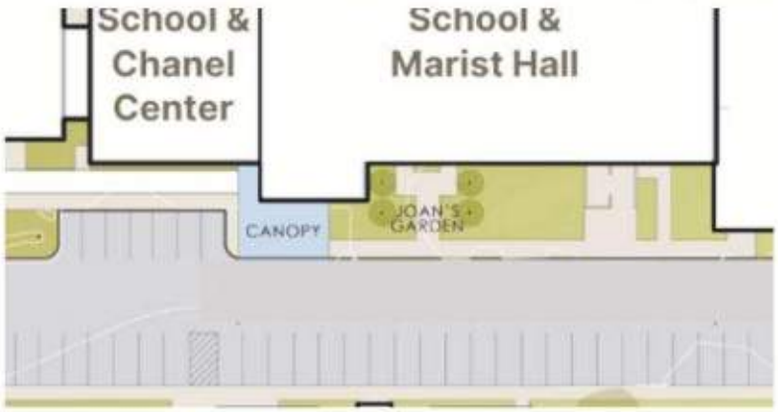
_____ Initial here if set-up assistance is NOT requested.

Set-Up Requested

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

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







Parking Lot/Grounds Space User Agreement (Page 5 of 5) Revised 9.2026

Appendix 21
Space User Agreement: Scout Room

Space User Agreement: Scout Room

Our Lady of the Assumption Catholic Church

(Page 1 of 1)

The document must be signed and returned to Bryan Shepherd, Campus Director of Facilities ((bshepherd@olachurch.org) and Anne Stephens, Parsih LIfe Coordinator (astephens@olachurch.org) at the parish office no later than TWO WEEKS prior to the date of the event. Set-up requests are not guaranteed.

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

Set-Up: Rectangular Tables and Chairs

Please initial each item acknowledging the following:

_____ No alcohol, 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.

_____ 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

_____ No tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.

_____ No permanent markers, glitter, or confettie will be used.

_____ Trash, if any, will be emptied to the dumpster across from the turf field/gym.

_____ Tables 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.

_____ 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 (found at www.olachurch.org/ministry-leaders immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org), will be notified immediately.

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

_____ _____

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!

(Chanel Center Space User Agreement - Rev. 9.2026)

Appendix 22A
Space User Agreement: Turf Field

Space User Agreement: Turf Field

(Page 1 of 2)

Our Lady of the Assumption Catholic Church

This document must be filled out by all persons/ministries that book the Upper Room at Our Lady of the Assumption Catholic Church.

Page Two 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 agreement and diagram must be signed and returned to Bryan Shepherd (bshepherd@olachurch.org), Director of Campus Facilities, and Anne Stephens (astephens@olachurch.org), Parish Life Coordinator, at the parish office no later than TWO WEEKS prior to the date of the event. Set-up requests are not guaranteed.

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: _____

Event Start/End Time: _____

Gate to be locked by Ministry Leader at conclusion of the event.

# of People Expected: _____

Frequency of Meeting: One Time ____ Recurring ____

If recurring, list start date: _____

If recurring, list end date: _____

_____ _____

Ministry Leader Signature Date

Space User Agreement: Turf Field *(Page 1 of 2) - Revised 9.2026*

Space User Agreement: Turf Field

Space User Agreement: Turf Field

Our Lady of the Assumption Catholic Church

(Page 2 of 2)

Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ No alcohol is permitted.

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

_____ No drones 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:
- 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

_____ No candles will be used.

_____ No glitter or confetti will be used.

_____ No tape, glue, or other adhesives will be used to affix items/decorations.

_____ No permanent markers will be used. Arts & Crafts required the use of a plastic table cloth, supplied by the ministry, is required.

_____ No walking will be permitted on the padded wall.

_____ Bathrooms are accessible through the Murray Center/Gym door closest to the field. They will be checked to ensure they are in good condition at the end of the events.

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

_____ The Turf will be swept and policed for garbage as needed.

_____ All food and beverages will be removed from the premises at the conclusion of the event. This includes water bottles.

_____ The space will be left in the same – or better – condition than prior to 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 (found at www.olachurch.org/ministry-leaders immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org), will be notified immediately.

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

_____ _____

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!

Space User Agreement: Turf Field *(Page 2 of 2) - Revised 9.2026*

Appendix 23A
Space User Agreement: Upper Room

Space User Agreement: The Upper Room

Our Lady of the Assumption Catholic Church

Meeting Space Checklist

Initial each item to acknowledge space usage rules.

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

_____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer (jschweizer@olachurch.org) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens (astephens@olachurch.org) one month prior to the event. ($100/hr. 3 hour minimum Subject to change.)

_____ 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:
- 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.

_____ No helium balloons will be used.

_____ No candles will be used.

_____ No glitter or confettie 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 required the use of a plastic table cloth, supplied by the ministry, is required.

_____ If food and beverage are served, tables will be wiped down. Chairs will also be wiped down as needed.

_____ Trash, if any, will be taken to the dumpster across from the turf field.

_____ The floor will be vacuumed if needed.

_____ Replace any outlet covers that were removed during the event. Notify facilities if any are missing.

_____ The hallway bathroom will be checked to ensure it is in good condition.

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator. It will be thrown away.)

_____ The space will be left in the same – or better – condition than prior to 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Director of Campus Facilities (bshepherd@olachurch.org), will be notified immediately.

_____ _____

Minstry Leader Signature Date

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

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!

Appendix 23B
Space User Agreement: Upper Room

Space User Agreement: The Upper Room

Our Lady of the Assumption Catholic Church

(Page 2 of 3)

Meeting Space Checklist

Initial each item to acknowledge space usage rules.

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

_____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer (jschweizer@olachurch.org) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens (astephens@olachurch.org) one month prior to the event. ($100/hr. 3 hour minimum Subject to change.)

_____ 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:
- 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.

_____ No helium balloons will be used.

_____ No candles will be used.

_____ No glitter or confettie 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 required the use of a plastic table cloth, supplied by the ministry, is required.

_____ If food and beverage are served, tables will be wiped down. Chairs will also be wiped down as needed.

_____ Trash, if any, will be taken to the dumpster across from the turf field.

_____ The floor will be vacuumed if needed.

_____ Replace any outlet covers that were removed during the event. Notify facilities if any are missing.

_____ The hallway bathroom will be checked to ensure it is in good condition.

_____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator. It will be thrown away.)

_____ The space will be left in the same – or better – condition than prior to 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 Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Director of Campus Facilities (bshepherd@olachurch.org), will be notified immediately.

_____ _____

Minstry Leader Signature Date

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

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!

Space User Agreement: Upper Room *(Page 2 of 3)* - *Revised 9.2026*

Appendix 23C
Space User Agreement: Upper Room

Space User Agreement: The Upper Room *(Page 3 of 3)*

Our Lady of the Assumption Catholic Church

Set Up Request

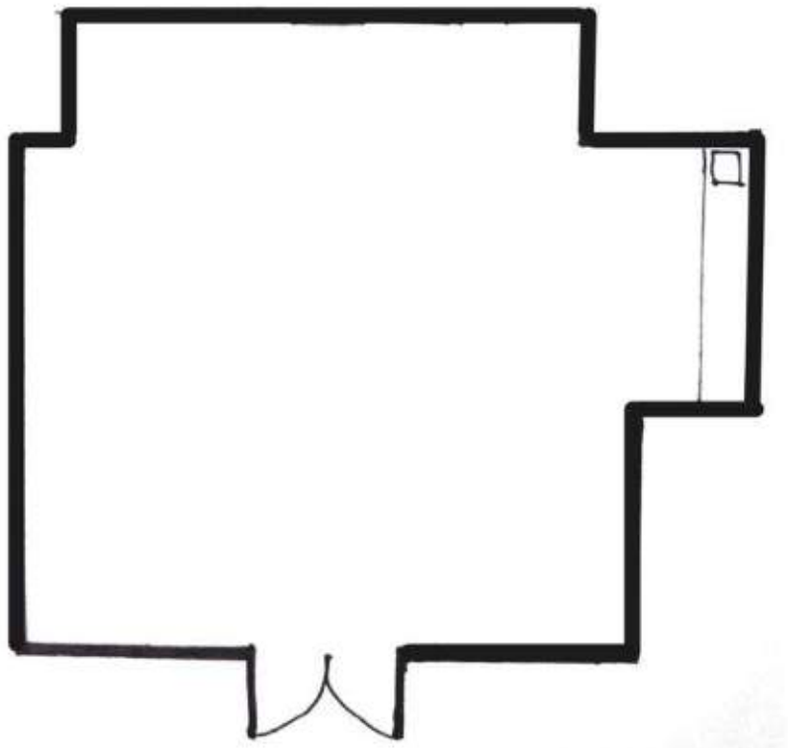
Name of Event: _____ Date of Event: _____

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.)

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



Space User Agreement: Upper Room *(Page 3 of 3)* - *Revised 9.2026*

Appendix 24A
Space User Agreement: Youth Room

Space User Agreement: Youth Room

(Page 1 of 2)

Our Lady of the Assumption Catholic Church

This document must be filled out by all persons/ministries that book the Youth Room at Our Lady of the Assumption Catholic Church. **The agreement 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. Late submissions cannot be accepted.

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: _____

If recurring, list end date: _____

SPACE SPECIFICS

Capacity:	Up to 20; couches and chairs
Special Notice:	Youth Ministry has priority booking of this space. If furniture is moved, it must be returned to the original position. Snacks, drinks, and other supplies are NOT available for your minstry's use.
AV Equipment:	Monitor with HDMI port. Must bring laptop with HDMI port with you.
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.
Building Access:	Group leader must contact Jon Mangiaracina or Bryan Shepherd for an access code.

Space User Agreement: Youth Room *(Page 1 of 2) - Revised 9.2026*

Space User Agreement: Youth Room

Space User Agreement: Youth Room

Our Lady of the Assumption Catholic Church

(Page 2 of 2)

Please initial each item acknowledging the following:

_____ No alcohol, 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.

_____ If furniture is moved, it will be returned to its original position.

_____ 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, glitter, or confetti will be used. Arts & Crafts require the use of a plastic table cloth, supplied by the ministry.

_____ Youth Room supplies will not be used.

_____ Other parish offices and meeting spaces - including the 'kitchen' will not be accessed nor office supplies used.

_____ Trash, if any, will be emptied to the dumpster located across from the turf field.

_____ Tables 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.

_____ 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 (found at www.olachurch.org/ministry-leaders immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.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!

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

Space User Agreement: Youth Room *(Page 2 of 2) - Revised 9.2026*

Appendix 25
Archdiocesan Events Serving Alcohol Checklist

ARCHDIOCESE OF ATLANTA
EVENTS SERVING ALCOHOL CHECKLIST

Please complete this checklist for ALL events requesting to serve alcohol.

Event Date: _____ **Event Name:** _____

Parish or School Name: _____

Event Coordinator: _____

Completed	Steps
☐	1. PASTOR/ADMINISTRATOR/PRINCIPAL APPROVAL: Pastor/Administrator/Principal has agreed that the party/event can be held in the parish/school facilities.
☐	2. OVERSIGHT: If alcohol is served, indicate name of the individual (not the pastor or principal) with overall responsibility for Event Coordination (note above).
☐	3. PERMIT AND INSURANCE: Georgia State Law does not allow for alcohol to be sold on church or school property except with a PERMIT and LICENSED CATERER. a. Alcohol permit can be obtained from the local municipality to sell alcohol for one day. b. A caterer should be hired and their license should be used.
☐	4. FOOD: Provide food at all functions where alcohol is being served.
☐	5. ENDING TIME: The event should stop serving alcohol one hour before the event is to end (note that time: _____.)
☐	6. ALCOHOL SERVED AS HOST: Unless a PERMIT and CATERER are used: all alcohol must be furnished by the parish/school, as the "host": a. Alcohol cannot be sold, but may be provided. This is usually done on a "donation" basis, with consideration given to 2 token drink coupons per guest, for example. b. No "Cash Bars". c. No "BYOB" (Bring Your Own Beverage). Attendees are never permitted to bring alcohol to an event.
☐	7. LOCAL ADULT BARTENDER(S): If an insured caterer is not being used, there must be responsible adult serving as bartenders who are not imbibing. They must understand their responsibilities for keeping a close watch on anyone who may be "over-served". Indicate the individual handling this responsibility in the area below.
☐	8. LEGAL AGE: Bartender(s) must verify that anyone being served is of legal age.
☐	9. BACKUP TRANSPORTATION: Plans should be made for offering rides or taxi availability in case someone does drink too much. Transportation options should be made clearly available.
☐	10. SECURITY: Any time alcohol is present, security personnel should also be present.
☐	11. BEER AND WINE: It is preferably to limit alcohol to beer and wine only.
☐	12. OUTSIDE USAGE: If an outside group wants to rent the facility, a "Facility Usage Agreement" MUST be obtained, signed and sent to Catholic Mutual.
☐	13. ACCIDENT/INJURY CLAIMS: In the event of a significant accident claim, or injuries, if the guidelines in this Checklist were not followed, the local parish/school deductible would be increased up to $150,000 (which is the Archdiocese deductible for such claims).

Person responsible for monitoring for excessive alcohol: _____

Parish/School staff verifying this information:

_____ Date: _____

M:finance/controller/sowren/events serving alcohol checklist 2016

Appendix 26
Annual Media Release Form for Minors

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

Annual Media Release Form

Complete One Form per Child

Child's Name: _____

Date of Birth: _____

School Year (where applicable): _____

Our parish and/or school, _____, uses images, interviews, and videos of our children for a variety of internal and external communications. Our forms of internal and external communications include but are not limited to: print, such as newspapers, bulletins, and newsletters; photographs and digital images; film and videos; web posts, web pages, and image carousels; social networking platforms including but not limited to Facebook, Twitter, and Instagram.

We follow the Archdiocese of Atlanta's Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors. Please see this resource for more information.

Please indicate below whether our parish and/or school has permission to circulate interviews, images, and/or videos of your child for all parish and/or school events for one year:

☐ I hereby grant permission for the following parish and/or school, _____, to use images and interviews of my child, _____, for internal or external communications for **one year**. My child may be photographed and/or interviewed for *The Georgia Bulletin*, and other media outlets. I understand content may be reprinted in *The Georgia Bulletin* or other media for public dissemination, including but not limited to film; video; television; radio; newspapers such as *The Atlanta Journal and Constitution*; websites and online platforms; and social media networks including but not limited to Facebook, Twitter, and Instagram. I release and relieve the parish and/or school, and the Archdiocese of Atlanta, from any responsibility or liability for any claims arising from the publication or reproduction of any photographs or interview in any news or other media. I waive any and all right to inspect or approve the finished images, video, or printed matter that may be used in conjunction with any image or video, or to approve the eventual use for which it may be applied.

I understand that photographs, videos, and/or interviews are being done with the knowledge and approval of the parish and/or school, and that a signed release form is required for every participating individual.

☐ NO, I do not want my child included in, nor my child's image used, in any internal or external communications. *This does not include Catholic School yearbooks or newspapers.*

_____ _____

Signature of Parent or Legal Guardian *Date*

_____

Print Name of Parent or Legal Guardian

Please contact your Parish Catechetical Leader or School Administration immediately to adjust your media release permissions.

FOR OFFICE USE ONLY: Supplant this release annually. Keep the most recent release until the child is 20.

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7800 • fax: 404-920-7801 • archatl.com

Appendix 27
Purchase Order Form

P.O. Number:

Purchase Order

Our Lady of the Assumption Church
1406 Hearst Drive NE
Brookhaven, GA 30319

Phone: (404) 261-7181 Date: _____

Requestor: _____
(Please Print)

E-mail Address: _____

Phone Number: _____

Quantity	Description	Purpose	Unit Price	Total
			Estimated Total	0

Proposed Vendor: _____

Requested by: (Signature) _____ Date: _____

Approved by: (Signature) _____ Date: _____

Appendix 28
Check Request Form

Check Request

Our Lady of the Assumption Church
1406 Hearst Drive NE
Brookhaven, GA 30319

Requestor: _____

Make Check Payable to: _____

Address: _____

_____

Email Address: _____

Telephone # _____

Date: _____

** Please attach Original or Scanned Receipts (no .jpeg or .png files) to this form.*
** Please attach copy of approved PO if over $250.*

Vendor	Date	Amount	Dept or Ministry	Description

Total: **$0.00**

Signature of Requestor: _____ Date: _____

Authorized by: _____ Date: _____

Appendix 29
New Vendor Acknowledgement Form

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

VENDOR ACKNOWLEDGMENT FORM

_____certifies that all employees working at
Name of Company

_____ effective_____have
Name of Parish/School/Agency *Date*

successfully cleared a criminal background check which includes a national sex offender registry search and have not been convicted of a crime (other than minor traffic infractions). Depending on the specific nature of the work or position on diocesan premises, vendors/independent contractors may also be required to attend a designated Safe Environment training.

I have provided_____with the following documents:
Name of Parish/School/Agency

___ W-9 form on file
___ Business license
___ Liability insurance coverage (Refer to Policy for Hiring Independent Contractors)

_____ _____
Name of Company Official — Signature of Company Official

_____
_____
_____
_____
Company's Address and Phone Number

_____
Date

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
404-920-7800 • Fax 404-920-7801 • archatl.com

Appendix 30
Sample W9

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ - ___ - ____

or

Employer identification number

__ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

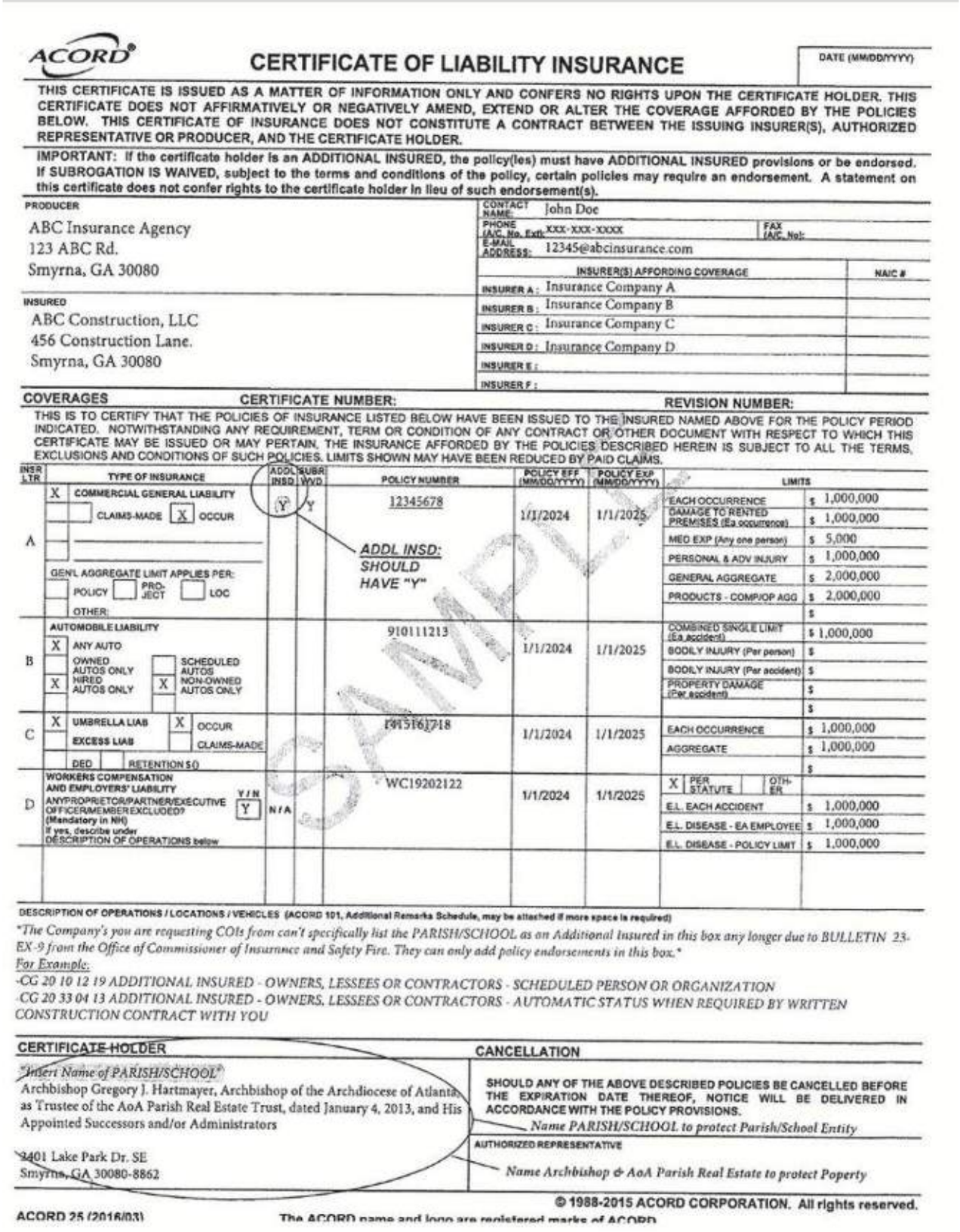
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

Appendix 31
Sample Certificate of Liability Insurance



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ABC Insurance Agency
123 ABC Rd.
Smyrna, GA 30080

CONTACT NAME: John Doe
PHONE (A/C, No, Ext): XXX-XXX-XXXX
FAX (A/C, No):
E-MAIL ADDRESS: 12345@abcinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Insurance Company A	
INSURER B: Insurance Company B	
INSURER C: Insurance Company C	
INSURER D: Insurance Company D	
INSURER E:	
INSURER F:	

INSURED
ABC Construction, LLC
456 Construction Lane.
Smyrna, GA 30080

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	Y	12345678	1/1/2024	1/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			910111213	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $0			1415161718	1/1/2024	1/1/2025	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC19202122	1/1/2024	1/1/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

ADDL INSD: SHOULD HAVE "Y"

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

"The Company's you are requesting COIs from can't specifically list the PARISH/SCHOOL as an Additional Insured in this box any longer due to BULLETIN 23-EX-9 from the Office of Commissioner of Insurance and Safety Fire. They can only add policy endorsements in this box."

For Example:

-CG 20 10 12 19 ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

-CG 20 33 04 13 ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONSTRUCTION CONTRACT WITH YOU

CERTIFICATE HOLDER

"Insert Name of PARISH/SCHOOL"
Archbishop Gregory J. Hartmayer, Archbishop of the Archdiocese of Atlanta, as Trustee of the AoA Parish Real Estate Trust, dated January 4, 2013, and His Appointed Successors and/or Administrators

3401 Lake Park Dr. SE
Smyrna, GA 30080-8862

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Name PARISH/SCHOOL to protect Parish/School Entity

AUTHORIZED REPRESENTATIVE

Name Archbishop & AoA Parish Real Estate to protect Poperty

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Appendix 32
Vendor Hold Harmless/Indemnity Agreement

Vendor Hold Harmless/Indemnity Agreement

PARISH: _____
PARISH is understood to include the (Arch)Diocese of _____

VENDOR: _____

TYPE OF VENDOR: _____

DATES OF USE: _____

The above named VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named VENDOR at the above named PARISH.

VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars ($2,000,000) per occurrence. VENDOR also agrees to have the PARISH named as an **"Additional Insured"** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the VENDOR'S activities. It is agreed that VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if VENDOR fails to comply with the above (second) paragraph, then VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against the PARISH by the above named VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

VENDOR and PARISH agree that this agreement overrides any insurance or indemnification language in conflict with this agreement when it is attached to an existing contract whether or not the existing contract has been previously signed or will be signed in the future.

SIGNED BY: _____ DATE: _____

(Must be an official agent of VENDOR)

NAME AND TITLE PRINTED: _____ DATE: _____

This Vendor Hold Harmless/Indemnity Agreement stands on its own as a legal contract between VENDOR and PARISH should this addendum not be incorporated or attached to an existing contract.

(Rev. 11/2023)

Appendix 33
Accident/Injury Report

ACCIDENT /INJURY REPORT (Non-Employees)

Archdiocese of Atlanta

Date _____Person Completing Report_____

Parish Name_____Telephone Number_____ _____Ext_____

Parish Address_____

Date of Accident_____Time of Accident _____(PM) or (AM)

Describe Accident Area_____

Facts of Accident_____

_____

_____

_____

Name of Injured Person_____

Date of Birth_____

If Minor (under age 18) Parent or Guardian _____

Address_____

Phone Number_____

Nature of Injury_____

Emergency Medical Called (Yes) _____or (No) _____Transported to Hospital (Yes)___or (No)___

Name(s) and Telephone Numbers(s) of Witnesses_____

_____

Please email this form to Alex Hagan at Ahagan@catholicmutual.org

Catholic Mutual Group
2401 Lake Park Drive
Smyrna, GA 30080
404-920-7375

Appendix 34
Event Reconciliation Form

Event Reconciliation Form

Our Lady of the Assumption Church
1406 Hearst Drive NE
Brookhaven, GA 30319

Event Details

Event Name: _____
Date of Event: _____
Organizer Name/Ministry _____
Location/Venue: _____
Event Start Time: _____
Event End Time: _____

Detailed Cash Breakdown

$100 bills:	Count:		Total:	
$50 bills:	Count:		Total:	
$20 bills:	Count:		Total:	
$10 bills:	Count:		Total:	
$5 bills	Count:		Total:	
$1 bills	Count:		Total:	
Coins			Total:	
Total Cash Collected				0.00

Additional Payment Methods

Checks Received	Count:		Total:	0.00

Deposit Preparation

Total Cash Ready for Deposit	0.00
Total Checks Ready for Deposit	0.00
Total for Deposit (Cash & Checks)	0.00

Date of Deposit _____
Bag Number _____

Please put this form and the money/checks in the bag you have been given.
Two signatures on both this form and the bag.
Place the bag in one of the Church's safes immediately following the event. Thank you

Signatures

Prepared by (Name & Signature) _____ _____
Reviewed by (Name & Signature) _____ _____
Date: _____ _____

Appendix 35
General Campus Guidelines

Pastor: Father Daniel P. Ketter, JCL, dketter@olachurch.org
Business Manager: Jim Schweizer, jschweizer@olachurch.org
Facilities Scheduler/Parish Life Coordinator: Anne Stephens, astephens@olachurch.org
Campus Director of Facilities: Bryan Shepherd, bshepherd@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 Anne Stephens 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 Bryan Shepherd (bshepherd@olachurch.org) and Anne Stephens (astephens@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." 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, for security purposes, to discontinue marketing.

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 (Chanel Center, School Library, Marist Hall/Kitchen, Murray Center). BYOB is never allowed.

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, replacing any outlet covers that were removed during the event, 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 food/beverages in refrigerator or in pantries. Leftover items will be discarded.

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. Guns or weapons of any kind are forbidden.

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!



Broookhaven, Georgia