

# OLA Meeting Space User Agreement, Checklist, & Set-Up

## Marist Hall

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church located at 1406 Hearst Drive, Brookhaven, GA 30319.

**On page 3 of this agreement** create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office **no later than TWO WEEKS prior to the date of the event**. Originals or PDFs only, no photos. Late submissions cannot be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.

### **This Section is Required for Everyone Using Marist Hall**

*Marist Hall is located in the school and is accessed through the main entrance.*

*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  
Special Notices: There is no access to Marist Hall prior to 6pm on school days.  
Do not prop open exterior doors.  
Do not allow access into the school areas outside of Marist Hall.  
Not accessible before 6pm on school days.

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time    Recurring

# of Round Tables Needed: \_\_\_\_\_ # of Round Tablecloths Needed: \_\_\_\_\_

# of Rectangular Tables Needed: \_\_\_\_\_ # of Rectangular Tablecloths Needed: \_\_\_\_\_

AV Equipment Requested:    Monitor (Must provide your own laptop and HDMI Cord)

# Marist Hall Usage Checklist

Please initial each item acknowledging the following:

- \_\_\_\_\_ No Alcohol usage/service is permitted in Marist Hall.
- \_\_\_\_\_ 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. (Adult to youth ratio:
  - Elementary youth and younger: 1 adult per 6 kids
  - Middle School youth - 1 adult per 8 kids
  - High School youth - 1 adult per 10 teens
- \_\_\_\_\_ Running is NOT allowed.
- \_\_\_\_\_ Equipment shown in red on the Marist Hall Set-Up Diagram on page 3 will NOT be moved.
- \_\_\_\_\_ No candles will be used.
- \_\_\_\_\_ No tape, glue, or other adhesives can be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.
- \_\_\_\_\_ No permanent markers will be used.
- \_\_\_\_\_ The space will be left in the same - or better - condition than prior to the event.
- \_\_\_\_\_ Tables will be wiped down.
- \_\_\_\_\_ All food and beverages must be removed from the premises at the conclusion of the event. Any leftover food or beverage will be removed.
- \_\_\_\_\_ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager.
- \_\_\_\_\_ Trash, if any, will be emptied to the dumpster.
- \_\_\_\_\_ 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, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@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 Marist Hall and Mrs. Mandy Crock, Principal of OLA School ([mcrock@olachurch.org](mailto:mcrock@olachurch.org)) and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

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Signature of Ministry Leader

Date

**Thank you for adhering to these policies!**

**Working together, we can keep our parish and school home in good shape, sparkling clean,  
and ready for the next group who will use the facilities!**

# Marist Hall Set-Up Request

## Marist Hall Set-Up Request

Date & Time of Event: -----

Ministry/Ministry Leader: -----

Ministry Leader Contact: -----



Do not move the equipment shown on diagram.

