Space User Agreement: Chanel Center

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 even**t. 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!