

OLA Meeting Space User Agreement, Checklist & Set-Up

Moylan 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.

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) at the parish office **no later than TWO WEEKS prior to the date of the event. Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

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 Moylan Hall

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

- Available Set-Ups:**
(Circle One)
- Theater/Assembly Style Seating
Capacity: 220 people
Set-up: Rows of chairs, Podium, Microphone
AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port.
 - Dinner/Events with Tables
Capacity: 180 people
Set-up: 6' Round tables, 6' rectangular tables, and/or card tables
AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port.

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: _____

Circle Equipment Requested: Monitor (Must provide your own laptop and HDMI Cord)
Microphone and Podium

Moylan Hall Usage Checklist

Please initial each item acknowledging the following:

- _____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the parish office 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.
- _____ 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.
- _____ No helium balloons will be used.
- _____ No candles will be used.
- _____ No permanent markers will be used.
- _____ 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.
- _____ If food and beverage is served, tables will be wiped down.
- _____ 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 in the mini-dumpster outside the kitchen.
- _____ The floor will be vacuumed if needed.
- _____ 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 and cleaning any dishes.
- _____ 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. (Do NOT leave in the refrigerator.)
- _____ 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 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 kitchen and Benny Strozier, Business Manager (bstrozier@olachurch.org), will be notified immediately.

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!

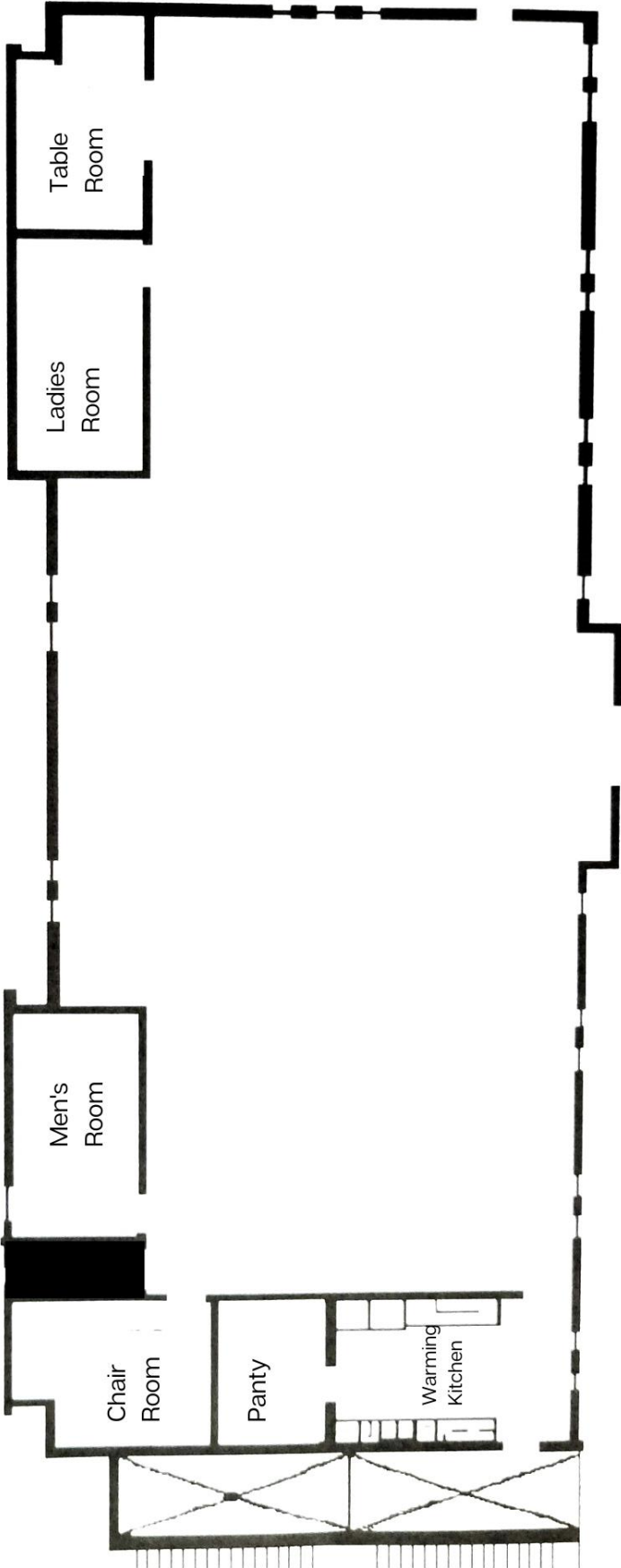
Moylan Hall Set-Up Request

Moylan Hall Set-Up Request

Date & Time of Event: _____

Ministry/Ministry Leader: _____

Ministry Leader Contact: _____



Parking Lot