

OLA Meeting Space User Agreement, Checklist & Set-Up

Murray Center

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 the Murray Center

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

Capacity: 250 people (Approximately 200 chairs available)
Set-up: 6' Round tables, 6' rectangular tables, and/or card tables
Special Notice: Access to the stage is NOT allowed.
Please do not prop open exterior doors.
Floors must be swept and mopped if food or drinks are served.

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: Microphone and Podium

Murray Center Usage Checklist

Please initial each item acknowledging the following:

- _____ No Alcohol usage/Service is permitted in the Murray Center.
- _____ 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
- _____ 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 will be used.
- _____ 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.
- _____ Trash, if any, will be emptied in the dumpster.
- _____ The floor will be swept and mopped if needed.
- _____ 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, 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 Murray Center 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!**

Murray Center Set-Up Request

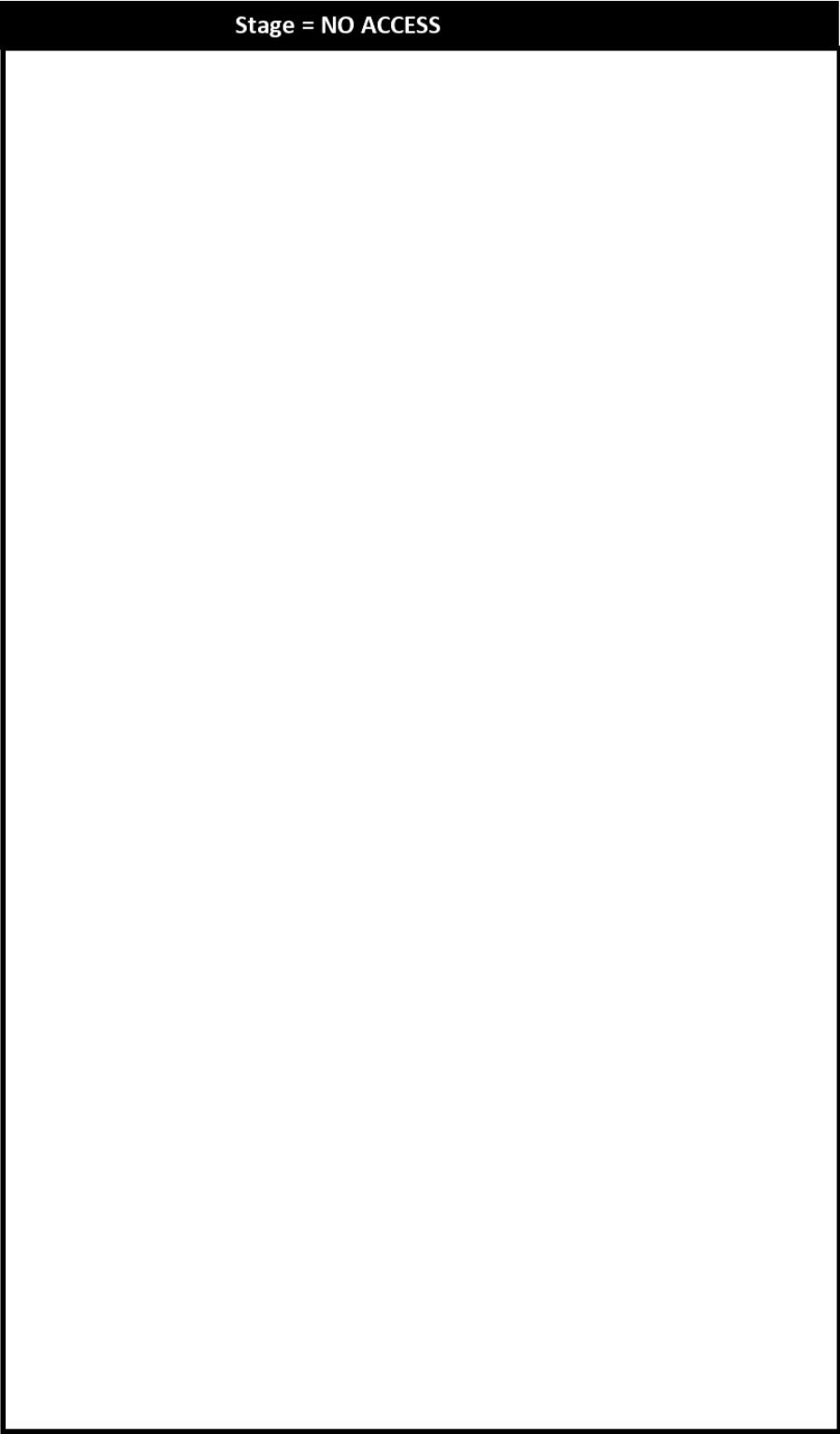
Murray Center Set-Up Request

Date & Time of Event: _____

Ministry/Ministry Leader: _____

Ministry Leader Contact: _____

Stage = NO ACCESS



Parking Lot