

Meeting Space User Agreement

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**. Late submissions cannot be accepted. Within 2 weeks of the event, ministries are responsible for all setup/breakdown. Originals or PDFs only, no photos. *Please note that leaders should be prepared to setup/breakdown space if facilities staff is not available.*

This Section is Required for Everyone Using the Murray Center

The Murray Center is the gym and located on the lower level. It is accessed through the doors to the Murray Center.

Capacity: 250 people (Approximately 200 chairs available)
Set-up: 6' Round tables, 6' rectangular tables, and/or card tables
Special Notice: No alcohol is permitted in the Murray Center.
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

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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 children
 - Middle School youth – 1 adult per 8 children
 - 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!

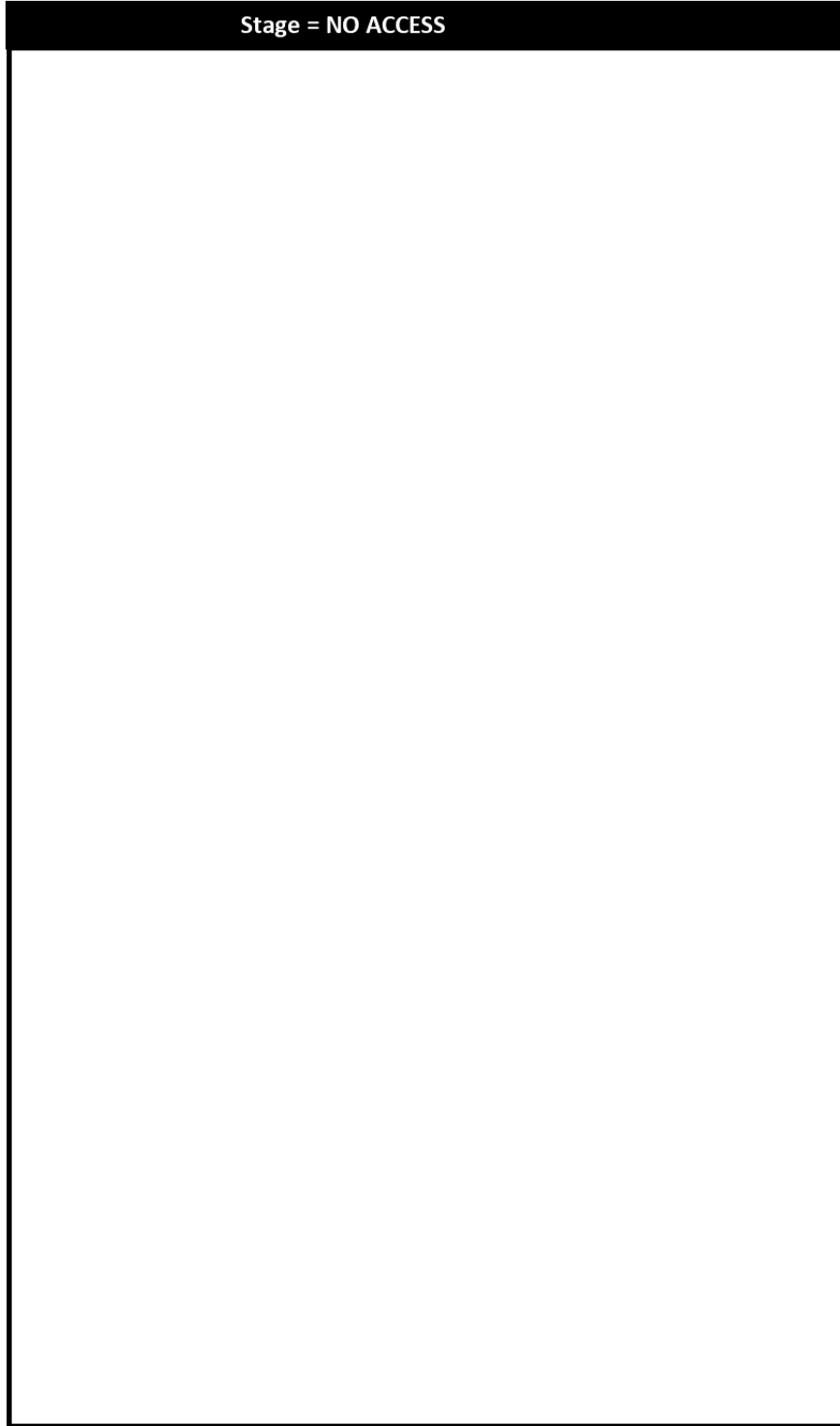
**Working together, we can keep our parish and school home in good shape, sparkling clean,
and ready for the next group who will use the facilities!**

Meeting Space User Agreement *Continued*

Murray Center

Murray Center Set-Up Request

Date & Time of Event: _____
Ministry/Ministry Leader: _____
Ministry Leader Contact: _____



Parking Lot