



Space User Agreement: School Library

Our Lady of the Assumption Catholic Church

This document must be filled out by all persons/ministries that book the School Library at Our Lady of the Assumption Catholic Church. Bryan Shepherd, Director of Campus Facilities at bshepherd@olachurch.org at the parish office no later than TWO WEEKS prior to the date of the event. Set-up requests are not guaranteed.

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: _____ If recurring, list end date: _____

SPACE SPECIFICS

Capacity: 16 People.
Set-Up: 4 tables that seat 4 persons
Special Notices: No alcohol is permitted.
Do not prop open exterior doors.
Do not allow access to the school areas outside of the Chancel Center.
Do not move tables.

Please initial each item acknowledging the following:

- _____ Alcohol is not permitted.
- _____ No drugs, smoking, vaping, illicit substances, guns, or weapons of any kind are permitted.
- _____ 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:
 - o 18 - 36 months: 2 adults to 12 children
 - o 3 - 4 years: 2 adults to 12 children
 - o 5 - 10 years: 2 adults to 16 children
 - o Junior High School: 2 adults to 16 youth
 - o 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 in any meeting space, except the gym.
- _____ No permanent markers or glitter will be used. Arts & Crafts require a plastic table cloth.
- _____ Trash, if any, will be emptied to the dumpster across from the turf field.
- _____ 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, including putting tables/chairs in original position.

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!