Space User Agreement: Turf Field

Our Lady of the Assumption Catholic Church

This document must be filled out by all persons/ministries that book the Upper Room at Our Lady of the Assumption Catholic Church.

Page Two of this agreement includes the required Meeting Space Checklist. OLA Facilities personnel will assist with set-up/break-down as they are available. Due to the busy schedule on campus, OLA staff may not be available for set-up/break-down. Please plan to have volunteers provide set-up/break-down when possible.

The agreement and diagram must be signed and returned to Bryan Shepherd (bshepherd@olachurch.org), Director of Campus Facilities, and Anne Stephens (astephens@olachurch.org), Parish Life Coordinator, 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: _____

Event Start/End Time: _____

Gate to be locked by Ministry Leader at conclusion of the event.

# of People Expected: _____

Frequency of Meeting: One Time _____ Recurring _____

If recurring, list start date: _____

If recurring, list end date: _____

_____ _____

Ministry Leader Signature Date

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Meeting Space Checklist

Initial each item to acknowledge space usage rules.

_____ No alcohol is permitted.

_____ No drugs, smoking, vaping, illicit substances, guns, or weapons of any kind are permitted.

_____ No drones permitted.

_____ If children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. Children will NOT be allowed on the playground or turf field.

_____ 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 candles will be used.

_____ No glitter or confetti will be used.

_____ No tape, glue, or other adhesives will be used to affix items/decorations.

_____ No permanent markers will be used. Arts & Crafts required the use of a plastic table cloth, supplied by the ministry, is required.

_____ No walking will be permitted on the padded wall.

_____ Bathrooms are accessible through the Murray Center/Gym door closest to the field. They will be checked to ensure they are in good condition at the end of the events.

_____ Trash, if any, will be emptied in the dumpster.

_____ The Turf will be swept and policed for garbage as needed.

_____ All food and beverages will be removed from the premises at the conclusion of the event. This includes water bottles.

_____ The space will be left in the same – or better – condition than prior to the event.

_____ In the event of injuries, after providing the appropriate medical care, Jim Schweizer, Business Manager, at jschweizer@olachurch.org will be contacted to submit an Archdiocesan Accident/Injury Report (found at www.olachurch.org/ministry-leaders immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org), will be notified immediately.

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_____ _____

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!