



# Our Lady of the Assumption Catholic Church

## Space User Agreement: Marist Hall/School Cafeteria (Page 1 of 3)

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.

Page 2 of this agreement includes the required **Meeting Space Checklist Agreement**. 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.

On page 3 of this agreement create a diagram of the **requested set-up**. Please note that set-up

**The agreement and diagram must be signed and returned** to Jim Schweizer (jschweizer@olachurch.org) and Jon Mangiaracina (jmangiaracina@olachurch.org) at the parish office no later than TWO WEEKS prior to the date of the event. Late submissions cannot be accepted. **Originals or PDFs only, no photos.**

### SPACE SPECIFICS

Capacity: 120 people

Special Notices: There is no access to Marist Hall prior to 6pm on school days.

No alcohol is permitted. No guns or weapons of any kind are permitted.

Do not prop open exterior doors.

Do not allow access to the school areas outside of Marist Hall.

Set-up is Cafeteria Tables and must be set-up by ministry.

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: \_\_\_\_\_

### Additional Set-Up Requested

**(Please note that use of tables/tablecloths in Marist Hall is based upon availability)**

# of Round Tables Requested: \_\_\_\_\_ # of Round Tablecloths Requested: \_\_\_\_\_

# of Rectangular Tables Requested: \_\_\_\_\_ # of Rectangular Tablecloths Requested: \_\_\_\_\_

Equipment Requested: Monitor (Must provide your own laptop and HDMI cord)



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## Meeting Space Checklist

- \_\_\_\_\_ No alcohol is permitted.
- \_\_\_\_\_ No guns or weapons of any kind are permitted.
- \_\_\_\_\_ Marist Hall will not be accessed prior to 6pm on school days.
- \_\_\_\_\_ If the Marist Hall Kitchen has not been reserved, it will not be accessed.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ School Cafeteria tables that are stored in Marist Hall will not be removed.
- \_\_\_\_\_ 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
- \_\_\_\_\_ Running will NOT be permitted.
- \_\_\_\_\_ Equipment show in red on the Marist Hall Set-Up Diagram on page 3 will NOT be moved.
- \_\_\_\_\_ No helium balloons will be used.
- \_\_\_\_\_ No candles will be used.
- \_\_\_\_\_ No glitter 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. This includes cafeteria tables.
- \_\_\_\_\_ Trash, if any, will be emptied in the dumpster.
- \_\_\_\_\_ The floor will be swept if food and drinks are served.
- \_\_\_\_\_ 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, Jim Schweizer, Business Manager, at [jschweizer@olachurch.org](mailto:jschweizer@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 Jim Schweizer, Business Manager ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)), and Mandy Crock, OLA School Principal ([mcrock@olaschool.org](mailto:mcrock@olaschool.org)) will be notified immediately.

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Ministry Leader Signature

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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!*



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## Set Up Request

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Leader: \_\_\_\_\_ Contact Info: \_\_\_\_\_

\_\_\_\_\_ Initial Here if set-up assistance is requested. (I acknowledge that facilities staff is not always available for set-up. I further acknowledge that set-up is not available on school days.)

\_\_\_\_\_ Initial Here if set-up assistance is NOT requested.

Do not move the equipment shown on diagram.



### Marist Hall Set-Up Request

Date & Time of Event: \_\_\_\_\_

Ministry/Ministry Leader: \_\_\_\_\_

Ministry Leader Contact: \_\_\_\_\_

