

# Meeting Space User Agreement

## Marist Hall Kitchen

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.

***Special advanced training is required to use the Marist Hall Kitchen and must be coordinated through the school.***

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto: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 Marist Hall Kitchen**

*The Marist Hall Kitchen is located in the school and is accessed through exterior door at the MH Kitchen.*

*Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked the Marist Hall Kitchen and not Marist Hall, do not access Marist Hall.*

**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: \_\_\_\_\_

Please initial each item acknowledging the following:

- \_\_\_\_\_ No Alcohol is permitted in the Marist Hall Kitchen.
- \_\_\_\_\_ Kitchen will only be used by persons who have received the required training by the school.
- \_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.
- \_\_\_\_\_ All food and beverages will be removed from the premises at the conclusion of the event. Any leftover food or beverage will be removed.
- \_\_\_\_\_ Trash, if any, must be emptied to the dumpster.
- \_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto: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 Marist Hall Kitchen and Mrs. Mandy Crock, Principal of OLA School ([mcrock@olachurch.org](mailto:mcrock@olachurch.org)) and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

# Appendix E2: Meeting Space User Agreement *Continued*

Marist Hall Kitchen

## Marist Hall Kitchen Cleaning Checklist

In the columns to the left check off each item as completed.

**Be sure all of the following tasks are completed before leaving. Thank you.**

- 1.  Wipe down and sanitize all table surfaces
- 2.  Sweep floor
- 3.  Mop floor after sweeping
- 4.  Take out all trash and put in dumpster
- 5.  Wash all dishes
- 6.  Put all dishes, cutlery, and knives in correct locations
  
- 7.  Wipe down outside of dish machine with sanitizer solution.
- 8.  Turn OFF dish machine - red switch on front
- 9.  Make sure surfaces/walls are clear of all food particles
  
- 10.  Wash and sanitize 3-compartment sink - be sure there is no food left in drains
- 11.  Sanitize dish machine and entire dish pit area/surfaces
- 12.  Wipe down stove/flattop area
- 13.  Wipe outside of fryer
- 14.  Be sure to clean any grease from fryer off the floor
- 15.  Clean up any spills inside of reach in cooler
- 16.  Sanitize hot serving lines if used
- 17.  Clean out hot boxes of any food
- 18.  Remove all food unless you have a prior arrangement with the school.

**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!**