

Meeting Space User Agreement

Chanel Center/Parish Conference Room/School Library/Youth Room

Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.

Chanel Center/Parish Office Conference Room/School Library/Youth Room

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 located at 1406 Hearst Drive, Brookhaven, GA 30319.

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 Meeting Space

Event Name: _____ Date: _____

Ministry Name: _____ Contact Name: _____

Phone#: _____ Email: _____

of People Expected: _____ Frequency of Event (Circle One): One Time Recurring

Meeting Space Reserved: Chanel Center Parish Office Conference Room
 School Library Youth Room

Chanel Center

The Chanel Center is located in the school and is accessed through the main entrance.

Set Up Date/Time: _____ Door Unlock Time: _____

Start Time of Event: _____ End Time of Event: _____ Door Lock Time: _____

Capacity: 36 people Set-up: 6 tables that seat 6 per table

Special Notice: No alcohol is permitted in the Chanel Center.
 No AV equipment available.
 Please do not move tables.
 Do not allow access into the school areas outside of the Chanel Center.

Parish Office Conference Room

Set Up Date/Time: _____ Door Unlock Time: _____

Start Time of Event: _____ End Time of Event: _____ Door Lock Time: _____

Capacity: 8 people Set-up: Conference Table Only

AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port with you.

Special Notice: Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.
 Do not prop open exterior doors.

Chanel Center/Parish Conference Room/School Library/Youth Room

School Library

Set Up Date/Time: _____

Door Unlock Time: _____

Start Time of Event: _____

End Time of Event: _____

Door Lock Time: _____

The School Library is located in the school and is accessed through the main entrance.

Capacity: 16 people

Set-up: 4 tables that seat 4 per table

Special Notice: No alcohol is permitted

No AV equipment available.

Do not move tables.

Do not allow access into the school areas outside of the School Library.

Do not prop open exterior doors.

Youth Room

Set Up Date/Time: _____

Door Unlock Time: _____

Start Time of Event: _____

End Time of Event: _____

Door Lock Time: _____

Capacity: Up to 20

Set-up: 4 couches, 2 chairs. You can bring your own seating or sit on the floor.

Room Rules: If you move furniture, please put it back in the original position.

Snacks, Drinks, and Supplies in the room are NOT available for your use. These are for the Youth Ministry.

AV Equipment: Monitor with HDMI port – bring your own HDMI cord. Must bring laptop with HDMI port.

Parking: Parking for the Youth Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.

Please initial each item acknowledging the following:

_____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Benny Strozier (bstrozier@olachurch.org) 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens (astephens@olachurch.org) one month prior to the event. (\$70/hr. 3 hour minimum.)

_____ 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:

- 1 adult per 6 children
- Middle School youth – 1 adult per 8 children
- High School youth – 1 adult per 10 teens

_____ 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 will be used.

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

_____ Wipe down/clean tables at end of event.

_____ All food/beverages must 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.

Signature of Ministry Leader

Date