

Meeting Space User Agreement

Moylan Hall

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.

On page 3 of this agreement create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Jim Schweizer (jscweizer@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 Moylan Hall

Moylan Hall is located on the upper level across from the second floor of the church.

Theater/Assembly Style Seating

Capacity: 220 people

Set-up: Rows of chairs, Podium, Microphone

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

Dinner/Events with Tables

Capacity: 180 people

Set-up: 6' Round tables, 6' rectangular tables, and/or card tables

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

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: _____

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

of Round Tables Needed: _____ # of Round Tablecloths Needed: _____

of Rectangular Tables Needed: _____ # of Rectangular Tablecloths Needed: _____

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

Microphone and Podium

Meeting Space User Agreement *Continued*

Moylan Hall Checklist

Please initial each item acknowledging the following:

- _____ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the Business Manager, Jim Schweizer, (jschweizer@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.) **OLA's Alcohol Policy and the Events serving Alcohol Checklist can be downloaded at www.olachurch.org/ministry-leaders.**
- _____ 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:
 - Elementary youth and younger: 1 adult per 6 children
 - Middle School youth – 1 adult per 8 children
 - High School youth – 1 adult per 10 teens)
- _____ Running is NOT allowed.
- _____ No helium balloons will be used.
- _____ No candles will be used.
- _____ If there will be arts/crafts, ministry leader will cover tables with plastic tablecloths.
- _____ No glitter will be used.
- _____ No permanent markers will be used.
- _____ No tape, glue, or other adhesives will be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.
- _____ 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. Chairs will also be wiped down as needed.
- _____ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager. Tables go in table room past girls bathroom. Chairs to be stacked in carts (be sure they all face the same direction).
- _____ Trash, if any, will be emptied in the mini-dumpster outside the kitchen.
- _____ The floor will be vacuumed if needed.
- _____ Replace any outlet covers that were removed during the event. Notify facilities if any are missing.
- _____ Bathrooms will be checked to ensure they are in good condition.
- _____ If the kitchen is used, it will be cleaned up. That includes wiping down countertops and cleaning any dishes.
- _____ Dishes, containers, and utensils will be cleaned, dried, and returned to the pantry where they were found.
- _____ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator. It will be thrown away.)
- _____ 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 Jimschweizer@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 in the kitchen and Jim Schweizer, Business Manager, at Jimschweizer@olachurch.org, will be notified immediately.

Signature of Ministry Leader

Date

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!

Meeting Space User Agreement *Continued*

Moylan Hall

Moylan Hall Set-Up Request

Date & Time of Event: _____

Ministry/Ministry Leader: _____

Ministry Leader Contact: _____

