

Appendix D1: Meeting Space User Agreement

Marist 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 located at 1406 Hearst Drive, Brookhaven, GA 30319.

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

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 Marist Hall

Marist Hall is located in the school and is accessed through the main entrance.

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

Capacity: 120 people

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

No alcohol permitted in Marist Hall.

Do not prop open exterior doors.

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

Not accessible before 6pm on school days.

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: _____

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

Appendix D2: Meeting Space User Agreement *Continued*

Marist Hall

Marist Hall Usage Checklist

Please initial each item acknowledging the following:

- _____ No Alcohol usage/service is permitted in Marist Hall.
- _____ 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.
- _____ School Cafeteria tables that are stored in Marist Hall will not be moved.
- _____ 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.
- _____ Equipment shown in red on the Marist Hall Set-Up Diagram on page 3 will NOT be moved.
- _____ No candles will be used.
- _____ No tape, glue, or other adhesives can 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.
- _____ Tables will be wiped down.
- _____ All food and beverages must be removed from the premises at the conclusion of the event. Any leftover food or beverage will be removed.
- _____ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager.
- _____ Trash, if any, will be emptied to the dumpster.
- _____ 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, Benny Strozier, Business Manager, at 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 Marist Hall and Mrs. Mandy Crock, Principal of OLA School (mcrock@olachurch.org) and Benny Strozier, Business Manager (bstrozier@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!**

Appendix D3: Meeting Space User Agreement *Continued*

Marist Hall

Marist Hall Set-Up Request

Date & Time of Event: _____
Ministry/Ministry Leader: _____
Ministry Leader Contact: _____

Do not move the equipment shown on diagram.



