

Meeting Space User Agreement

The Upper 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.

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 The Upper Room

The Upper Room is located on the second floor of the church.

Capacity: Up to 30 depending on set-up

Theater/Assembly Style Seating

Capacity: 30 people

Set-up: Rows of chairs, Podium, Microphone

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

Special Notices: Do not prop open exterior doors.

Theater/Assembly Style Seating

Capacity: 24 people

Set-up: 60" x 18" rectangular tables, and chairs

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

Special Notices: Do not prop open exterior doors.

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

Meeting Space User Agreement *Continued*

The Upper Room Usage 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, 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:

- 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

_____ No candles 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 and vacuumed.

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

_____ All food and beverages (especially alcohol) will be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator.)

_____ 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 the Upper Room 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!**

Meeting Space User Agreement *Continued*

The Upper Room

Upper Room Set-Up Request

Date & Time of Event: _____

Ministry/Ministry Leader: _____

Ministry Leader Contact: _____

