

Our Lady of the Valley Catholic Church Facility Use Request

*The OLV facilities are for use of parishioners supporting the mission of the parish.
Exceptions can be granted with the approval of the Pastor.*

The purpose of our parish facilities is to celebrate the good news of Jesus Christ and to serve the needs of our Catholic community. Our parish facilities are a sacred religious place. At all times, we are to respect the principles of our faith in the manner in which we use our facilities. In order to maintain the sacred nature of our facilities, they may never be used in a manner that is contrary to the teachings and moral values of the Roman Catholic Church. This includes but is not limited to:

1. Events that promote conduct, products and activities contrary to the tenets and principles of the Roman Catholic Church;
2. Conduct that is not in keeping with civil laws and regulations; and,
3. Conduct that offends Roman Catholic Church teachings regarding the sanctity of human life and values surrounding family life.

The primary purpose of this sacred space is for use by Roman Catholic Church entities and organizations. However, in the spirit of service to our community and in spreading the good news of Jesus Christ, we allow a limited pre-approved use of our facilities by entities and organizations that are not a part of the Roman Catholic Church. These groups must agree that they will respect the sacred religious nature of our facilities and will abide by the guidelines set forth herein.

GENERAL INSTRUCTIONS: All events are to be scheduled with Ms. Wilkins at the Parish office or in her absence, E. Paul Semmens, the facility Caretaker.

SUBMITTING THIS REQUEST, MEANS YOU ASSUME THE FOLLOWING RESPONSIBILITIES:

- You will make provisions to get a key to the facility during normal office business hours, if you do not have a key; and you agree to return the key the next business day the office is open.
- The facility is locked upon termination of the event
- The heating/cooling is adjusted (75 degrees for the AC, 68 degrees for heat)
- All trash cans used during the event are emptied and the trash can liners (plastic bags) replaced
- Floors must be mopped if spills occur, use warm water; buckets and mops are available in the Janitor Closet in the Parish Hall
- Bathrooms are checked for cleanliness, trash emptied and toilet paper & paper towels replaced as needed (all available in Janitor closet)
- ALL lights are turned off at the conclusion of the event
- You will monitor the conduct of all personnel participating in the event, especially children to insure that their conduct is appropriate and no damage is done the facility. Accidents happen and if one does, report the damage to the parish office ASAP and leave a maintenance request in the maintenance tray on the wall outside the Parish Assistant's office. Damage may result in the user paying the cost of materials to repair the damage if gross negligence is determined.

GROUP NAME: _____

CONTACT PERSON _____

CONTACT PHONE # _____

BUILDING/SPACE REQUESTED: _____

DAY & TIME OF USE _____

NAME & PHONE # OF KEYHOLDER/RESPONSIBLEPERSON _____

REQUESTED BY: _____

PRINTED NAME

SIGNATURE

APPROVED BY _____