

Our Lady of the Valley Kitchen Use Request

*For Parishioners who wish to use the Kitchen in the Parish Hall or in the office building,
the following additional requirements exist.*

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:

- The floor of the kitchen should be mopped with warm water. Mops and buckets are available in the Janitor closet next to the Kitchen.
- All dishes, pots, pans, utensils used should be washed and put away.
- If OLV parish tablecloths are used they must be laundered and returned within one week.
- If OLV parish plastic tablecloths are used they should be wiped off, dried and folded and placed in the pantry.
- All trashcans should be emptied and the plastic trash bags replaced.
- Refrigerators should be emptied and wiped down.
- No food or drink is to be left in the refrigerators.
- All lights are to be turned off
- If the stove is used, it should be cleaned, including the backsplash on the wall behind the stoves.
- The user should report any item(s) that fails to operate properly.

PERSON REQUESTING USE OF KITCHEN: _____

CONTACT PHONE # _____

DAY & TIME OF USE _____

NAME & PHONE # OF KEYHOLDER/RESPONSIBLE PERSON _____

REQUESTED BY: _____
PRINTED NAME

SIGNATURE

APPROVED BY _____