

## RULES FOR FACILITY USE AT OLG C

The following rules have been prepared in order to ensure the proper use of our facilities and to ensure that future generations will be able to enjoy this facility for many years to come. We thank you in advance for helping to maintain this facility and leaving them in the same condition in which you found it.

### SCHEDULING

All requests must be made on the parish website at <https://www.olgcva.org/about-us/facilities>  
**Final setup must be submitted 1 week in advance – No additional tables or chairs will be available at time of the event.**

### ACCESS

Contact the Church office to determine your contact and to make arrangements for key pick-up and schedule a walkthrough of the facility and rules.

### CARE AND USE OF FACILITY

- OLG C is a **smoke-free** campus. Smoking is not allowed anywhere on the campus;
- There is no need for you to remove the sealed garbage bags from the cans. They will be removed from the area by cleaning crew at the end of the event.
- Clean any liquid spills from the floor, tables and chairs and any accidents in the bathrooms. Mops are in the kitchen behind the single door.
- Requested setup will be taken down by staff **only**.
- Tape or permanent markings are not allowed on the wooden & painted walls or floors to decorate for your function. Only blue painters tape may be used. Remove all decorations before leaving;
- Only washable crayons, markers, and paints may be used for activities.
- Turn off all lights including the lights in the bathrooms, when leaving.
- Access is granted only to the facilities that are included in the Facility Use Agreement.
- Consumption of food or beverages is limited to the leased area.
- It is the responsibility of the facility user to explain the rules to the attendees, volunteers, or guests and to ensure the adherence of the rules as set forth.

#### ***When using the kitchen in Counsel Room or DeSales Hall:***

- Food must be brought in from a licensed establishment, licensed caterer, or a licensed food handler must be present. Certificate/license must be on file.
- All parish equipment must be cleaned at the end of the event.
- Any left-over food or drink must be removed at the end of the event.
- Adherence to gym rules as specified in a separate document.
- Adherence to the Alcoholic Beverage Policy *if applicable*.

### EMERGENCY

For plumbing problems, unsafe conditions, or non-emergency damage, please notify Merle Senyk **immediately** at 703.896.7402 or cell # 703.380.6940.

### Inclement Weather Closings.

OLGC follows Fairfax County Schools regarding the closing of facilities for scheduled events. If school is not in session and there is inclement weather, weather-related closings information will be available on the parish website: [olgcva.org](http://olgcva.org).

**RENTAL FEES:**

The Facility Use Agreement must be completed and signed, with deposit and rental fees paid **before** access is given for use of the facilities.

*Failure to adhere to these rules can result in the forfeiture of any future use of any OLG C facility.*

\_\_\_\_\_ I have read the above rules and understand them.

*Initials*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor or Delegate