

## RULES FOR FACILITY USE AT OLGc

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 submitted on the parish website at <https://www.olgcva.org/about-us/facilities> a minimum of 14 days in advance of the requested event date.

**Final setup requests must be submitted one (1) week in advance of the event date. No additional tables or chairs will be available at time of the event.**

### ACCESS

Work with the Events Manager to make arrangements for key pick-up and schedule a walkthrough of the facility and rules.

### CARE AND USE OF FACILITY

- OLGc is a **smoke-free** campus. Smoking is not allowed anywhere on the campus;
- Seal all garbage bags and **leave in the cans**. They will be removed from the area by the 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.
- The requested setup will be taken down by staff **only**.
- **ONLY blue painters tape may be used**. Any other tape or permanent markings are not allowed on the wooden & painted walls or floors to decorate for your function. 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:***

- Clean all parish equipment at the end of the event.
- Remove any and all left-over food or drink 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 Cheryl Jones immediately at 703.896.7418 or cell 571.230.0458.

### 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 facility.*

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Events Manager