



Humility before God, Gentleness toward Neighbor

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www.olgcva.org

OLGC FACILITIES USE AND EVENT RULES

Updated 4-6-21

The following rules facilitate the proper use of our facilities and ensure that all 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 it in the same or better condition in which you found it.

SCHEDULING

- Submit a Facilities Request Form on the parish website at <https://www.olgcva.org/about-us/facilities> a minimum of **30 days** in advance of the desired event date.
- **Provide finalized event setup plan a minimum of one (1) week in advance of the event date. No additional tables or chairs will be available at the time of the event.**

RENTAL FEES (fees exempt for OLGC events & parish organizations)

- Submit all deposits and required rental fees with the completed Facility Use Agreement. All fees must be paid in full 15 days prior to event.

FACILITY ACCESS & PARKING

- Contact the Events Manager to schedule a facility and rules walkthrough and key pick-up.
- Non-school day Events:
 - Access OLGC campus on event day via either Wolfrap Road or Niblick Drive.
 - Park in any open parking space.
- School -day Events: (August-June, 7:30a – 3:30p)
 - Access OLGC Campus on event day via Niblick Drive **only**.
 - Park in any empty space in the lot in front of the church. **Do not park** in the main parking lot or the lower lot by DeSales Hall.

FACILITY CARE AND USE

- OLGC is a 100% **smoke-free** campus.
- Ensure all event volunteers and participants are briefed, understand, and comply with the rules as set forth.
- Leave all facility room setups as is. Breakdowns will be done by staff **only**.
- Use **ONLY blue painters tape** on all surfaces if decorating. Remove all decorations before leaving.
- Use **only** washable crayons, markers, and paints for any activities.
- Consume all food and beverages in leased area only.
- Clean any liquid spills from the floor, tables and chairs and any accidents in the bathrooms. Cleaning supplies and mops are located in:
 - DeSales Hall: kitchen;
 - Counsel Room: closet near bathrooms
 - Gym: closet near bathrooms
 - St. Joseph Center: closet near bathroom

KITCHEN AND FOOD SERVICE

- Secure food service providers' hair in a hair net, hair tie or hat provided by OLGC.
- Wear gloves provided by OLGC at all times. Thoroughly wash & sanitize hands prior to putting on gloves.
- Open stove vent for the duration of event.
- Place all food products or food use items on shelving. Stack nothing on floor.
- Notify OLGC staff of food preparation and serving plan:
 - If catered, identify name of licensed & established food provider.
 - If prepared on site, identify who will be cooking and the food source.
- Clearly mark all food items purchased for a multi-day event. Empty shelving is available in DeSales Hall.
- Drinking of alcoholic beverages is prohibited by food service personnel and whenever minors are present.
- Ensure adherence to the Alcoholic Beverage Policy *if applicable*.

AFTER EVENT

- Clean all parish equipment.
- Return all used items to original storage placement. Nothing is to be left on tables, floor, kitchen tables, or in ovens, warmers, refrigerator, or freezer.
- Remove all food leftovers from the facility. A list of local organizations that accept donations can be provided.
- Turn off all lights in facility and bathrooms before leaving.
- Drop keycard in DeSales Hall vestibule key box when leaving and ensure door is locked.

TRASH

- Seal all garbage bags and **leave in the cans**. They will be removed from the area by the janitorial staff.
- If trash cans are overflowing during your event, roll can to the back door. Remove bag from trash can and place in garbage can located on loading lock.

EMERGENCY

Contact Events Manager, Cheryl Jones, immediately for facility issues at 703.896.7418 (office) or 571.230.0458 (mobile)

INCLEMENT WEATHER CLOSINGS

Consult OLGC parish website (www.olgcva.org) for inclement weather campus operating status. NOTE: OLGC follows Fairfax County Schools regarding facility closing.

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

_____ I have read and understand the above rules.

Initials

Signature

Date

Printed Name

Events Manager

Date

COVID GUIDELINES

SIGNATURE REQUIRED!

- Complete and submit an OLGCA COVID-19 waiver www.olgcva.org/covid-19-waiver.
- Complete and submit a COVID health screening on day of event.
Note: *Those who are feeling sick, have a fever, cough, difficulty breathing, are frequently sneezing or have been exposed to someone who is/has been sick or has been exposed to COVID in the past 14 days must stay home.*
- Designate in writing, with full contact information a **COVID Coordinator** who will be present for the duration of the event and is responsible for ensuring compliance with all COVID-19 procedures to include:
 - providing a check-in list of all volunteers with assigned times and positions for tracing purposes. Leave lists at the event site and/or give to an OLGCA staff member at the end of the event.
 - collecting and checking waivers & screening forms,
 - taking temperatures of food service volunteers, and
 - monitoring movement within the event space for things such as maintaining appropriate physical distancing, line queuing, cleaning during the event and volunteer breaks.
- **NOTE:** *Full contact information (name, email address & valid phone number(s)) for the COVID Coordinator must be provided on the bottom of this document and on all volunteer/participant sign-in sheets.*
- Ensure masks are worn by everyone five (5) years of age and older with no exceptions! Double-lined masks, double masking or N/K 95-type masks are recommended. **NOTE:** *No valve masks, bandanas, gators or buffs may be worn by food service personnel.*
- Limit capacities as follows (**as of April 1, 2021**):
 - **DeSales Hall Kitchen:** Five (5) people
 - **Indoor events:** 50 participants
 - **Outdoor events:** 100 participants
- Supplied by OLGCA: gloves, hair nets/hair ties, sanitizers, COVID waivers, name tags, and cleaning supplies.
- Wear gloves when preparing or handling food. Change gloves at 30-minute increments. Thoroughly wash & sanitize hands prior to putting on gloves.
- Maintain 6 ft. physical distance throughout event. Those in the same household are not expected to maintain 6 ft. physical distancing with one another. Once the space is set up for an event, no tables or chairs are to be moved.
- Limit table capacities as follows:
 - round tables: Four (4) people per table
 - 6' tables: Two (2) people per table. Whenever possible, have people positioned diagonally at opposite sides and ends of the table.
- Prop open all doors to the outside for ventilation and less touching during event.

- DeSales Hall Kitchen: Open stove vent, prop open loading dock door and turn on door fan for the duration of the event.
- Thoroughly clean and disinfect frequently contacted surfaces. For events longer than 2 hours, designate one (1) person to routinely wipe down: check in/check out stations, payment pads, doorknobs and handles, dining tables and chairs, light switches and handrails.
- Use only plastic and disposable tablecloths, dishes and wrapped utensils.
- Guests and volunteers: Leave promptly at the end of a shift or event...no lingering.
- Boxed meals or pre-plated food are preferred to prevent common use of serving utensils or multiple touches.
- Self-serve options are permitted. OLGC will provide hand sanitizer at food lines and require the use of barriers (e.g., gloves or deli paper) when employees or guests touch common utensils or equipment. Food lines must be monitored to ensure proper physical distance and compliance with food service procedures. Serving utensils must be changed hourly.
- Designate a break/snack table where volunteers can eat, ensuring proper physical distancing as masks will be removed.
- Serve condiments in individual single-serve containers only (e.g. ramekins, individual packets, etc.)...no community condiments.
- Practice common sense COVID-19 preventative measures...
 - Assign one person for fridge, one person for stove/warmer, one person serving food, etc.
 - Limit multiple touches of common use equipment
 - Have a tiered food service system - prep, store(refrigerator), cook, expedite, clean.
- Families/Individuals may bring their own meal for their consumption only, with no sharing with anyone else.

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

_____ I have read and understand the above rules.

Initials

Signature

Date

Printed Name

Events Manager

Date

COVID Coordinator

Date

COVID Coordinator E-mail

COVID Coordinator Phone