



*Humility before God, Gentleness toward Neighbor*

8601 Wolftrap Road, Vienna, VA 22182-5026  
Phone: (703) 938-2828 • Fax: (703) 938-2829

[www.olgcv.org](http://www.olgcv.org)

# OLGC FACILITIES USE AND EVENT RULES

**Updated 4.21.2022**

The following rules facilitate the proper use of our facilities and ensure that all will be able to enjoy them for many years to come. We thank you in advance for helping to maintain our facilities and leaving them in the same or better condition than in which you found them.

**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 keycard pick up.
- Non-school day Events:
  - Access OLGC campus on event day via either Wolftrap Road or Niblick Drive.
  - Park in any open parking space, unless specifically designated spots have been assigned.
- 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 school parking lot or the lower lot by DeSales Hall/PreSchool.

## **FACILITY CARE AND USE**

- OLGC is a 100% **smoke-free campus**.
- AT NO TIME are any of the following items permitted on OLGC property: Tobacco products, illegal drugs or weapons.
- 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 hair of all kitchen workers' in hair nets, hair ties or hats provided by OLGC.
- Wear gloves (provided by OLGC) at all times. Thoroughly wash & sanitize hands prior to putting on gloves.
- Turn on stove vent in DeSales Hall kitchen for the duration of event.
- Store all food products or food use items on available shelving, a minimum of 6" off the floor. Nothing on the floor.
- Notify OLGC staff of food preparation and serving plan, either catered or self prepared.
- Clearly mark all food items purchased for a multi-day event. Empty shelving is available.
- Ensure adherence to the Alcoholic Beverage Policy if applicable. Drinking of alcoholic beverages is prohibited by volunteers or food service personnel, whenever minors are present. IDs must be checked for legal drinking age, and designated bracelets must be worn.
- Lock all alcohol in the kegerator or the metal cage in DeSales Hall side closet when not in use.

## **SCHOOL**

- **School Doors are to remain closed and locked.** Make sure coordinator is responsible for allowing access to event.

## **COUNSEL ROOM**

- **Counsel Room Doors are to remain closed and locked.** There is a doorbell at the entrance that rings inside.

## **GYM**

- **Remain in the gym area only.** Entrance into the School and Counsel Room is not allowed unless you are specifically scheduled for those areas.
- No food, water or other beverages are allowed inside the gym.
- **Players must wear non-marking shoes.** Wet shoes and boots are to be left outside.
- **Take all belongings with you.** Anything left behind will be disposed of.

- Bouncing of balls in the Lobby is not permitted.
- **Supervision:** Adult leaders are responsible for the supervision of children and ensuring that all guests abide by all rules set forth herein.
- **Gym Doors are to remain closed and locked.** There is a doorbell at the gym entrance that rings in the gym.

### **AFTER EVENT**

- 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 prepared food leftovers or open food containers from the facility. A list of local organizations that accept donations is provided.
- Ensure all guests have left the building at the end of the event.
- Turn off all lights in facility and bathrooms before leaving.
- Drop keycard: DeSales Hall—in vestibule key box, ensuring door is locked, Gym/Counsel Room—if a “seasonal” event, return key to the Admin office.

### **TRASH**

- Trash will be removed from the area by the janitorial staff.
- If trash cans are overflowing during your event:
  - DeSales Hall: Roll can to the back door. Remove bag from trash can and place in garbage can located on loading lock. Additional trash bags are kept on the rolling metal shelf in kitchen next to the microwave.
  - Counsel Room: Roll can to door. Remove bag from trash can and place in dumpster. Extra garbage bags are located in janitorial closet.

### **SAFETY & SECURITY**

- Premises are monitored with cameras and keycard tracking.
- Do NOT let another person use your keycard.
- Do NOT write anything on the keycard.
- Contact Parish Office immediately (703.938.2828) in the event of a lost card.
- Any unscheduled use of your keycard will be cause for immediate termination of your card.

### **EMERGENCY**

- Use Emergency doors **ONLY** in the event of an imminent threat to physical wellbeing. An alarm will be activated if those doors are opened, and call 911.
- AED Machines & 1<sup>st</sup> Aid Kits as are located together:
  - Church building:
    - Left side of Narthex near DeSales Hall & the elevator
    - DeSales Hall Kitchen (1<sup>st</sup> Aid Kit only)
  - School building:
    - In the Gym lobby
    - Entrance hall near Multimedia Center
  - St. Joseph Center: In first floor stairwell
  - Softball field Shed: (1<sup>st</sup> Aid Kit only)
- If there is an accident, notify the parish office at 703.938.2828 and complete an accident report from this website: [www.arlingtondiocese.org/risk-management/tools/forms/](http://www.arlingtondiocese.org/risk-management/tools/forms/) and submit to Events Manager (events@olgcv.org).

**INCLEMENT WEATHER CLOSINGS** - Consult OLGC parish website ([www.olgcv.org](http://www.olgcv.org)) for inclement weather campus operating status. NOTE: OLGC follows Fairfax County Schools regarding facility closings and delays.

***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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date