



4835 MacArthur Blvd., NW Washington, DC 20007
202-337-4835 Fax 202-338-4759 email: olvparishsec@yahoo.net

OUR LADY OF VICTORY EVENT REGULATIONS

1. Facility use requests will be honored on a first-come, first-served basis. In all cases, calendared church and school events will take precedence. The Parish reserves the right to refuse any request for an event that is not appropriate for a Church or school facility.
2. Complete the *OLV Event Registration Form* to request the use of OLV facilities for your event. The form should be submitted to the Parish Secretary for approval. Events must be approved by the Pastor before they are approved and added to the Parish Calendar.
3. External Organizations: See instruction sheet and required forms for non-OLV groups who wish to use OLV facilities. OLV may not be listed as a sponsor of any external event without the written permission of the Pastor.
4. Signage: Temporary signage for the event must be approved. The OLV Church logo may not be used in any event publicity without the written permission of the Pastor. For further details see the Parish Handbook.
5. Door to Hess Auditorium: Please note that there is a panic bar on the door.
6. Facility Use Procedures:
 - All set up, take down, and clean up is the responsibility of the user.
 - Only Parish tables and chairs and kitchen facilities may be used. Furniture may be rearranged for the event, but it must be replaced to original positions at closing.
 - All food, serving items, and other equipment/furnishings must be provided by the user and deliveries received by authorized event point of contact.
 - If any kitchen equipment is used, all items should be washed, dried and returned to original locations. Tables should be wiped down and floor debris should be picked up prior to departure.
 - Lights must be turned off and doors closed at the end of the activity.
 - Trash should be placed in the provided receptacles / recycling bins. If large kitchen trash cans are used, cans should be emptied and full bags should be placed in the dumpster behind the buildings off the Whitehaven driveway.
 - Users are responsible for returning the facility to its original condition in accordance with the *Building Closing Procedures Form*.
 - The Parish Secretary will issue a timed key card for the date and time of the event when arrangements are finalized. The key card and completed *Building Closing Procedures Form* should be dropped in the Rectory mailbox at end of the event.



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OUR LADY OF VICTORY EVENT REGISTRATION FORM

Complete this form to request use of OLV facilities for your event. Events must be approved before they are added to the Parish calendar. When applicable, attach *OLV Event Budget Form* to this form. After approval, the necessary agreements and insurance information will be provided for signature. Attached are: *OLV Event Regulations* and the *OLV Building Closing Procedures Form*. Please review these policies. Initial here that you have read the regulations before submitting your event request. _____

Date Submitted: _____ **Submitted by:** _____

Event Sponsor: _____

Event Proceeds to Benefit: _____

Name of event:	
Proposed date:	If this is a recurring event or multi-day event, list dates and details on back of this form.
Proposed time for event (note the <u>entire</u> time the facility is needed, including setup and cleanup time):	
Type of event (ex. meeting, concert, prayer group):	
Estimated number of attendees:	Pastor attendance required?
List all location(s) requested for event:	
<small>(Locations include: Hess Auditorium, Hess Stage, Kitchen, Church, Library, CVS Room, Library, Rector, Classroom(s). You may be offered alternate space if appropriate.)</small>	
Catering/Outside vendors:	
<ul style="list-style-type: none"> • Type (ex. meal, reception, coffee): • Donated or Catered food to be served: • Alcohol: <small>(A separate insurance form is required when serving alcohol.)</small> • Outside vendors: <small>(A separate insurance form is required.)</small> 	
Set up and clean up responsibility of event sponsor: Describe event. List number of rectangle tables and chairs that will be used. List any equipment (ex. DJ sound system; AV) and decorations being set up as part of event. Attach diagrams if applicable.	
Publicity/Signage/Ticketing plan:	
Person responsible for keyed access for event:	
Person responsible for setup/cleanup:	
Primary point of contact:	Secondary point of contact:
Telephone(s):	Telephone(s):
Email:	Email:

APPROVED BY: _____

DATE: _____



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OLV BULIDNG CLOSING PROCEDURES

At the completion of event/program, please check off each applicable item below:

ALL rooms used during the event must be left "broom clean." Cleaning supplies are located in janitor's closet on the first floor.

_____ BATHROOMS MUST BE LEFT CLEAN; HEAT AND LIGHTS TURNED OFF.

_____ FLOORS SWEPT; COUNTERS WIPED; SINK CLEANED; TABLES WIPED.

_____ FURNITURE REPLACED TO ORIGINAL POSITIONS; CHAIRS STACKED.

_____ TRASH BAGS MUST BE DEPOSITED IN DUMPSTER.

_____ PANIC BARS SHOULD BE RELEASED ON DOORS. TO LOCK EXTERIOR DOORS, USE LONG KEY AND TURN UNTIL PANIC BAR POPS OUT.

_____ Auditorium doors

_____ Front doors

_____ Back doors

_____ ALL INTERIOR DOORS MUST BE CLOSED AND LOCKED.

_____ ALL EXTERIOR DOORS MUST BE LOCKED.

_____ THE KITCHEN DOOR DEADBOLT MUST BE LOCKED.

_____ FIRE DOORS ON ALL FLOORS MUST BE LOCKED.

TURN OFF THE FOLLOWING LIGHTS:

_____ AUDITORIUM _____ KITCHEN

_____ CLASSROOMS _____ BATHROOMS

_____ HALLWAYS (Switch is in the supply closet.)

Please place the completed/signed form and the key card in the Rectory mailbox.

Name of Event/Program _____

Person Completing Form _____

Signature _____ Date _____