



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

OUR LADY OF VICTORY EVENT INSTRUCTIONS

EXTERNAL ORGANIZATIONS

1. Complete the *OLV Event Registration Form* to request the use of OLV facilities for your event. 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.
2. After your event is approved, complete the following forms:
 - *OLV Facility Usage/Indemnity Agreement*
 - attach certificate of insurance as specified on form
 - *Unaffiliated Organization Agreement*
 - *Archdiocese of Washington (ADW) Application for Special Events Coverage*
 - attach required check of \$125.00 per event to this form
3. Complete additional forms as necessary depending on event. Forms will be explained by the OLV Parish Secretary. Additional forms may include:
 - *Addendum to Lease OR Addendum to Lease (involving minors)*
 - *Archdiocesan Proposal Addendum*
 - *Addendum to Service Contract*
4. All paperwork and rental fees must be submitted 1 month before the event.
5. Review and follow the *OLV Event Regulations*.
6. OLV may not be listed as sponsor of any external event without the written permission of the Pastor.
7. Review, complete and sign the *OLV Building Closing Procedures Form*. This form **must** be completed at the end of your event and deposited with the key card in the Rectory mailbox.