

Our Lady of Guadalupe Parish

7000 35th Avenue Southwest

Seattle, Washington 98126

(206) 935-0358

OLG Facility Usage Policy

Statement:

The Parish School Hall and Parish Life Center/Archbishop Brunett Gym is available – subject to scheduling – for parish-sponsored groups such as youth group, parents groups, and Knights of Columbus. It will also be available to registered members of the parish for private functions such as funeral luncheons, wedding receptions, birthday or anniversary parties, and family reunions. The facilities cannot be used for any commercial or political use by anyone. Tables and chairs are available, however, setting up, taking down, and cleaning up is all the responsibility of the user. The coffee maker and coffee pots are also available for your use.

Scheduling:

All scheduling requests for the use of any of the facilities must be done by emailing Peggy Behnken at the Parish Office (Peggybe@olgseattle.org) at least six (6) weeks prior to your event which will then be reviewed by the staff to determine if it can be put on the calendar. The facilities are usually available between 8:00 a.m. and 11:00 p.m. All cleanup must be finished and everyone out by 11:00 p.m. due to a security alarm set for that time.

Damage and Cleaning Deposit:

A damage and cleaning deposit of \$200.00 for the School Hall or \$400.00 for the New Parish Life Center/Archbishop Brunett Gym is required to be paid by a date no later than 2 weeks before your event. This is refundable if all areas of the facility; hall, kitchen, and bathrooms are clean and left in a satisfactory condition. Some or all of this deposit may be retained if there is damage or if further cleaning needs to be done.

Clean Up:

You must comply with all the requirements on the “*Cleaning Requirements for use of the Parish Hall*” sheet, which is included with this information. You will also be asked to sign an agreement to this effect. After you have cleaned the hall and checked off all the requirements on the cleaning sheet, someone from the parish will check after your event to make sure all requirements are completed to satisfaction. Once that has been done, your damage/cleaning deposit will be shredded or returned to you if you prefer.

Sign a contract agreement and “Hold Harmless”:

As part of the hall use, you will be asked to sign a contract with a “*Hold Harmless*” clause which states that we are not responsible for lost or stolen items or injuries; and that the room must be returned to its prior condition. It is best to make these arrangements prior to your scheduled event, but it is also possible to do this at the time you leave your damage/cleaning deposit, fees and pick up the key.

Key picks up and return:

Usually the key can be picked up during office hours. You may want to call ahead to make sure someone will be in the office that can check out a key to you. To return the key after your event, put it in the mail slot by the front door of the parish office along with the completed check sheet “*Cleaning requirements for use of the Parish Hall*”

OTHER INFORMATION:

Alcoholic beverages: If you wish to serve alcohol at your function in the Hall, you are responsible for securing all the state required licenses and permits.

Decorations: Nothing may be attached, taped, or hung from the ceiling tiles in the Hall. **NO** rice, birdseed, bubbles, butterflies, birds, or any other living creature is allowed to be brought inside of either of the facilities or on the grounds outside. Usually, a three (3) hour lead-time is available to you for decorating. All decorations must be cleaned up and removed at the end of your event.

No Smoking: Smoking must take place outside, at least 20 feet from any building. Smoking is not allowed in the Hall, hallways, kitchen or bathrooms. Following your event, the grounds outside must be free of any cigarette butts, matches, or other smoking trash.

Storage: No food is to be stored in the refrigerator over night. All food must be removed when you leave. No dishes or rental equipment may be stored in the hall or kitchen for pick up on another day. All dishes and equipment you brought in must be removed when you leave.

Upper levels of the building are off limits.

Depending on the number of people and the use, the Parish reserves the right to require a security guard hired at the users expense.