



# Facility Use Agreement

Thank you for all you and your ministries do for our parish! We are happy to help support you in getting your events/meetings scheduled and ensuring that facilities are clean and ready to use.

As you are aware, several ministries and groups all share the same spaces. Therefore, before we schedule your events/meetings, we want to ensure that we are all working together and respecting our various spaces and supplies for the good of our whole parish community.

When you schedule an event/meeting on our campus, you are agreeing to the following **please initial next to each item**:

\_\_\_\_\_ 1. **To set up the room for your event and re-set it to the default setup when you are done.** Each room has a default setup. You are welcome to change the setup as needed, but you are responsible for returning it to the default setup.

*On occasion for extenuating circumstances, other ministries or our facilities team may be able to help. You are responsible for coordinating that with them ahead of time.*

\_\_\_\_\_ 2. **To clean up the room after your event/meeting is done.** That means the tables should be wiped down, trash should be emptied (trash bins are located outside the west, external door in Holy Family Hall), trash liners/bags should be replaced in the empty trash cans, floors should be swept/vacuumed, AV equipment should be put away neatly and in the appropriate place, and the room should be ready for the next group.

*If you don't know where to find cleaning supplies, please ask! We are happy to help you.*

*Please let us know if you and your ministry have any future issues with rooms not being ready to use (reset to the default setup and reasonably clean) at your scheduled time. We can't correct what we don't know about!*

\_\_\_\_\_ 3. **To not use supplies which your ministry has not provided.** As a parish, we supply things like coffee, plates, cups, napkins and utensils, as well as some AV equipment. Everything else (pens, markers, paper, etc.) should be provided by your ministry.

*This is especially important when using any of the school classrooms or spaces. Many of our teachers purchase their own supplies with their own money. To be respectful to them and their students, **nothing in the school classrooms or spaces should be used by anyone other than the teachers and their students.***

*If you have a large event planned, please contact the parish office or your staff liaison so we can ensure we have enough coffee, paper products, and utensils on hand. You are also welcome to purchase these items for your ministry's use. If you notice that supplies are running low, please contact the parish office or your staff liaison.*

\_\_\_\_\_ 4. **To not prop open any external doors and to ensure doors are closed and locked when you leave.** Security is something we are all responsible for. Therefore, we ask that **no external doors on campus be propped open for any length of time, for any reason.** All it takes is one door being left open, and the entire facility is compromised. Instead (and when needed), please plan to have a volunteer stand by the door and let people in until all participants have arrived. Making sure doors are closed and locked (to the best of your ability) when you leave is also important for overall campus security.

*We will generally have a staff person in the Main Entrance/Sally Port Monday-Thursday evenings. This person will let participants/ministries into the building, unlock and lock doors as needed, and generally help with anything that comes up.*

*The Main Entrance/Sally Port is not staffed on Friday evenings or weekends.*

**Continued on the next page →**

\_\_\_\_\_ 5. **To follow directions/guidance given by the staff person in the Main Entrance/Sally Port.** In the event of an unforeseen event (such as a blackout, weather emergency, or other emergency), the staff person in the Main Entrance/Sally Port will provide direction or contact necessary personnel to help them navigate the situation. It is imperative that only one person be giving directions to avoid confusion and potential harm or injury to parishioners on site attending events/meetings.

\_\_\_\_\_ 6. **To promptly report any missing or damaged equipment – whether your ministry caused the damage or not – to the staff person in the Main Entrance/Sally Port OR to your ministry’s staff liaison.** We understand that accidents happen. Our goal is to make sure that we fix or replace any damaged equipment as quickly as possible. We can’t do that if we don’t know about the problem.

\_\_\_\_\_ 7. **To seek training on AV equipment prior to your event.** There is nothing more disgruntling than expecting equipment to work a certain way and finding that it doesn’t! Please make sure you are trained prior to your meeting/event. Doing so will eliminate stress for you and for any ministries using the space after you.

\_\_\_\_\_ 8. **To reserve rooms in advance and to only use the rooms you have reserved.** We have many ministries and limited spaces. Even if a room looks like it is not in use, that doesn’t mean it is available. We run into conflicts when ministries are using spaces they did not reserve ahead of time or who are meeting on campus when they are not scheduled.

*It is also important from a security standpoint that we know where you are meeting in the event of an emergency.*

\_\_\_\_\_ 9. **To notify us when you are cancelling a meeting or event – to the best of your ability and as you are able.** Again, we know things happen – sometimes unexpectedly. Our goal is to have an accurate understanding of which ministries are meeting each day and where they will be. That enables us to notify you in the event of an emergency. Additionally, it allows us to notify our staff person in the Main Entrance/Sally Port so staff personnel is not expecting you when you are not planning to meet. Our staff can then pass accurate information on to any participants who show up having not received the message.

---

*By signing this form and choosing to schedule your event/meeting at Our Lady of Loreto Parish, you are confirming that you understand and agree to follow the above terms to the best of your ability. We do understand that things outside of our control do happen – even when we have the best of intentions. Our goal and aim are to help our ministries better serve each other and with each other. We are all working for God’s glory. Let’s work together and accomplish great things!*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Ministry Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

---

**Please submit this form to:**

Rosa Amezaga, [adminasst@ourladyofloreto.org](mailto:adminasst@ourladyofloreto.org)  
or Christina Deeb, [secretary@ourladyofloreto.org](mailto:secretary@ourladyofloreto.org)

Or drop it off at the Parish Office or Main Entrance/Sally Port to Rosa’s or Christina’s attention.