

OUR LADY OF GUADALUPE PARISH

2020 East San Antonio St, San Jose, CA 95116

Tel: 408-258-7057 Fax: 408-258-8249

Email: olgparishsj@gmail.com Website: www.olgparishsj.org

Facilities Reservation Form

PLEASE SUBMIT THIS AND OTHER RELATED FORMS AT LEAST 10 DAYS BEFORE THE INTENDED USE OF THE PARISH FACILITIES.

Parishioner _____ Yes _____ No _____ Today's Date: _____

Requester's Name _____

Address _____

E-Mail_(required) _____ Phone(H) _____ (C) _____

Ministry or Group Name: _____

***NON-PARISH GROUPS will need to complete additional Diocesan forms as per attached

1) TULIP: submitted 2) Diocesan Outside User Agreement: submitted 3) Cert of Insurance submitted

Event Information

Event _____ Number of people _____

Requested Date and Time

Requested Date(s) _____

One-time use: Start Time _____ AM PM End Time _____ AM PM (include set-up / clean-up time)

Weekly: Day of the week: _____ Start Date: _____ End Date: _____

Start Time _____ AM _____ PM End Time _____ AM PM (include set-up and clean-up time)

Monthly: Day of the month: _____ Start Date: _____ End Date: _____

Start Time _____ AM _____ PM End Time _____ AM PM (include set-up and clean-up time)

Facility and Resources Requested

Main Church Chapel Main Parking Lot Creek Parking Lot CCD 1 CCD 2 Kiosk
 McDonnell Main Hall Hall Kitchen St Francis Room St Claire Room Counseling Room
 Evangelization Room Conference Room Portable Classroom 1 2 3
 Other: _____ Tables _____ Chairs _____

Donation

Please help defray the parish's expenses for utilities, cleaning, maintenance, and event support.

Suggested donation: Church-\$150/hr Hall-\$150/hr Kiosk- \$150/hr BBQ Pit- \$150/hr CCD1-\$100/hr
CCD 2-\$75/hr Room- \$50/hr Conference Room- \$100/hr Portable123- \$150/hr Parking lot- \$100/hr

Donation Amount: _____

AGREEMENT

I agree to the following:

The Parish reserves the right to reschedule or cancel events due to changing parish priorities

- The Requestor is responsible for set-up, tear-down, and clean-up unless otherwise arranged
- The Requestor is responsible for any missing or broken equipment
- The Requestor will notify the Parish immediately if event is cancelled

Requestor's Signature _____

Youth Events: Youth Activity Agreement

POLICY ON REQUIRED SUPERVISION

Guidelines for appropriate and inappropriate behavior or activities should be clearly explained and distributed in written form prior to the start of an event. Plan ahead for proper supervision:

Per the Diocesan Guidelines: Adult/Youth Ratio

It is important to consider the adult to youth ratio for youth events.

- Adult to High School youth ratio must be a minimum of 1 adult to every 10 High School aged teenager (1:10). Adult to Junior High youth ratio must be a minimum of 1 adult to every 7 Junior High aged teen (1:7). This general guideline should be understood as a minimum standard. Some events will require a higher ratio of adults per youth.
- There should always be at least two adults (over the age of 21, one of whom should be of the same gender as the young people) available for onsite and offsite activities. The second adult insures that there is at least one adult present in case of emergency.
- The lead adult, adult in charge, or supervisor of the activity should be at least 25 years of age. Supervisors between the ages of 21 and 25 are in charge only with the pastor's explicit permission. Young adults 19 years and older may act as additional leaders if they have demonstrated the appropriate maturity and objectivity. They are not considered as part of the one to ten/seven ratio Chaperones should be 21 years old, preferably 25 yrs or older.
- A minimum of 2 chaperones should attend any event.
- Both male and female chaperones supervise co-ed events.
- Chaperone is responsible until all children are picked up.
- No chaperone should be alone with a participant at any time (other than a parent with his or her own child) and in the event they are, there must be an open window or door for visibility.
- No alcoholic beverages may be consumed by a chaperone.
- Parents and families of participants not part of the program are asked not to loiter in the premises or on the property

Office Use Only

Approved as is (signature)/Date _____

Approved with changes (signature)/Date _____

Date of Computer Entry _____ by _____

Date Reserving Party Notified _____ by _____

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

1. Smoking as well as use of candles and open flames of any kind, is strictly prohibited in all areas of the facilities.
2. There shall be no alcoholic beverages or illegal drugs allowed in the buildings or on parish grounds at all times. Violation of this policy will result in immediate cancellation of the event and jeopardize future facility use.
3. Each group/ministry leader is responsible in ensuring that proper behavior and conduct are maintained by all members and guests during the use of our facilities.
4. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event. A competent leader 21 years of age or over must be present during all hours of facilities use.
5. In compliance with the DSJ Financial Policy 16.4 Use of Parish and/or School Facilities, all non-parish groups that wish to use any Parish or School facilities shall complete and submit to the Diocesan Office of Financial Services the appropriate diocesan User Agreement. In addition, the non-parish group must obtain or have the corresponding insurance and file a Certificate of Insurance with the Diocesan Office of Financial Services. For more information on how to obtain proper documentation and filing, please contact Parish Facilities Manager.
6. Our Lady of Guadalupe is not responsible for any accident, injury, or personal or organizational property left, lost, damaged or stolen in any parish facility. It is the sole responsibility of the Requestor to provide adequate insurance against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning. Requestor is responsible for all claims for repair or damage to church property during time of use caused by Requestor, an agent, employer or sub-contractor, including caterer.
7. Decorations will be limited to table decorations and free standing decorations. NO DECORATION MAY BE APPLIED TO CEILINGS OR WALLS, NAILS, SCREWS, GLUES OR OTHER ADHESIVES, WHICH MAY MARK THE WALLS, FLOOR OR CEILINGS, MAY NOT BE USED.
8. Every group is responsible for arranging chairs and tables for its meeting and making sure that the room is in a clean and orderly condition after usage. If a room has been set up as a classroom, it should be left as it was originally found. Extra chairs and tables should be stacked flat on the floor, NOT on edge up against the wall (as they may fall and injure someone!).
9. All table surfaces, counter tops and sinks are to be cleared and wiped down after use. No cups, napkins, plastic ware drinks, food, trays, etc. are to be left out inside the room.
10. Requestor must bring own cleaning supplies (dishwashing soap, wash cloths, wipes, etc.) and trash bags. . After event, empty all trash containers and take same to the dumpster in the side of the hall.
11. Parish owned equipment (tables, chairs, garbage cans, plates, forks, spoons, etc.) shall not be taken from the parish for any personal use.
12. If using the kitchen, clean all work surfaces, stove tops and sinks thoroughly after using. Do not allow leftover food cleaned from serving utensils or cooking utensils to collect in the sinks and go into the drain; dispose them in the trash can.
13. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.
14. Rooms may be used between the hours of 8am – 9 pm and must be vacated at least 15 minutes prior to closing.
15. All groups/organizations agree to pay for any and all damages to the parish property. In the event of damaged or broken furniture or equipment, replacement in kind will be required from the group using the facility.
16. Groups are responsible for keeping attendance in compliance with levels established by the Fire Inspector. Room set-ups must not block access to fire extinguishers or impede safe egress from the room.
17. Failure to follow the diocesan agreement, parish rules, and the general terms and conditions described in this agreement will, after one written warning, result in the cancellation of future room booking privileges.

In requesting the use of Our Lady of Guadalupe facilities, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of my use of the facility.

SIGNED: _____ DATE: _____

Our Lady of Guadalupe Parish Facility Clean-Up/Lock-up Checklist

Requestor Name: _____

Date of Event: _____ Time: _____

Facility Used: _____ Church _____ McDonnell Hall _____ Portable _____ CCD 1 or 2 _____
 _____ St Francis Room _____ St Claire Room _____ Conference Room

Person Responsible for Clean-up/Lock-up: _____

Cell phone _____ Email _____

PLEASE INITIAL each item below AFTER completion.

_____ Tables & Chairs are returned to appropriate racks. If a room has been set up as a classroom, it should be left as it was originally found. Extra tables should be stacked on the floor, not on edge up against the wall (as they may fall and injure someone).

_____ Coffee Maker & Pots are emptied, cleaned, and unplugged. (If portable, stored away.)

_____ All table surfaces, counter tops, and sinks are cleared and wiped down after use.

_____ No cups, napkins, plastic ware drinks, food trays, etc. are left inside the room.

_____ Dishes, Utensils, Pots & Pans are washed, dried, and returned to drawers/cabinets.

_____ Refrigerator, Freezer, Stove and Oven are clean from spills.

_____ Stove & Oven are turned off; Warmer Oven is clean of spills, empty of trays/pans.

_____ **No left over food** from your event remains in the refrigerator, freezer, or Kitchen.

_____ All garbage can liners have been replaced and garbage bags (and cardboard) placed into the dumpster.

_____ Floors in the hall, portable or any used room areas have been swept of debris, and spills wiped up.

_____ No decorations applied to ceiling or walls, nails, screws, glues or other adhesives which may mark the walls, floor or ceilings are used.

_____ Bathrooms cleaned, toilets not clogged, and the hall or room's floor swept clean of any trash or dirt.

_____ No parish owned equipment (tables, chairs, garbage cans, plates, forks, spoons, etc.) missing.

_____ Windows are Closed, Lights are Turned Off, and All Doors are Locked securely.

Inspected by: Facilities Department _____ Date _____

Comments: _____

***Non-Parish Groups: Please return this List to the Office (for daytime event) or Custodian (for nighttime event) before departing the grounds after your event.*

***Parish Groups: Every morning, daytime Custodian will inspect and report the status of the facility you used the previous night; you will be charged for the cost if additional clean-up is needed or if a parish equipment is missing.*

I understand and agree to leave the facility as requested above. _____

Signature & Date

OR, I have pre-paid \$250 for professional cleaning of the facility. _____

Signature & Date