

**OUR LADY OF THE VALLEY PARISH  
REQUEST FOR USE OF FACILITIES**

**July 2020– June 2021**

PLEASE USE ONE FORM FOR EACH DIFFERENT CLASS OR ACTIVITY.

**Facilities will be reserved on a first come first serve basis.**

Today's Date \_\_\_\_\_

Organization / Ministry \_\_\_\_\_

*NOTE: If the organization is not affiliated with Our Lady of the Valley or the Diocese of Tucson, you will be required to submit a "Proof of Insurance" Form*

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Backup Person \_\_\_\_\_ Phone No. \_\_\_\_\_

*Facilitators (Contact Person) for any meetings MUST be in compliance with the Safe Environment Program*

**SAFETY & SECURITY**

Person Responsible for Security \_\_\_\_\_ Phone No. \_\_\_\_\_

Backup for Security \_\_\_\_\_ Phone No. \_\_\_\_\_

**P B**

- Individual will be in attendance at all scheduled meetings or events.
- Has completed the OLV Emergency Response Training Program.
- Has access on these dates and times

*If access is needed please request the Facility Security Request Form*

**\*ADD TO WEBSITE**  YES  NO

**\*FACEBOOK (Special Events Only) Attach Flyer**  YES  NO

**Space Needed:** 208 210 213 225 Hall Kitchen St. Joseph  St John Paul II

St Teresa of Calcutta  OL of Guadalupe  Church Patio Narthex

Day of the Week	Month	Office Closed	List Days	Prep Time	Start Time (Space will be available ½ hour prior)	End Time
	July 2020	7/3				
	August 2020					
	September 2020	9/7				
	October 2020	Nothing until after 1pm on 10/31 White Elephant Parade				
	November 2020	11/11, 11/26, 11/27, 11/25 Closed @ Noon				
	December 2020	12/8, 12/24, 12/25, 12/31,				
	January 2021	1/1, 1/18				
	February 2021					
	March 2021					
	April 2021	4/2, 4/5 4/1 Closed @ Noon				
	May 2021	5/31				
	June 2021					

**DESCRIPTION OF CLASS OR ACTIVITY** \_\_\_\_\_

- ✓ Bulletin articles must be submitted using the "Bulletin Article Submission Form" available at the reception desk.
- ✓ Attach a copy of "Room Set-Up Form" if you have specific needs

## FOR RECEPTIONIST USE ONLY

### Room Assigned

- 208   210   213   225   Hall   Kitchen   St Joseph  
 St JP II    St T of C    OL of G    Church   Patio   Narthex

Entered: Date \_\_\_\_\_ By \_\_\_\_\_

- Pastor's Review \_\_\_\_\_  
 Copy to Alberto \_\_\_\_\_  
 Copy to Mary Jane \_\_\_\_\_  
 Copy to Group \_\_\_\_\_

### **SAFETY & SECURITY**

- Verified "Person Responsible for Security"  
 Date: \_\_\_\_\_ By: \_\_\_\_\_

Comments:

## **CHANGES OR CANCELATIONS TO SCHEDULED EVENTS**

If the event needs to be reschedule you would need to fill out a new Request of Facilities Form.

Date	Change	Date Change	Room Change	Time Change		<u>Mary Jane</u>	<u>Albert</u>	<u>Entered By</u>	
				Start	End				
	<input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel			Start	End				<input type="checkbox"/> FACEBOOK <input type="checkbox"/> WEBSITE
	<input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel			Start	End				<input type="checkbox"/> FACEBOOK <input type="checkbox"/> WEBSITE
	<input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel			Start	End				<input type="checkbox"/> FACEBOOK <input type="checkbox"/> WEBSITE
	<input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel			Start	End				<input type="checkbox"/> FACEBOOK <input type="checkbox"/> WEBSITE
	<input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel			Start	End				<input type="checkbox"/> FACEBOOK <input type="checkbox"/> WEBSITE

Comments: