

OUR LADY OF THE VALLEY PARISH

Request for use of Facilities

Subject to change at any time after approval Initial: _____

Facilities are reserved on a first come first serve basis and upon approval.

FORM MUST BE FILLED OUT BY LEAD OF MINISTRY

Date: _____

Ministry / Organization _____ Description of Activity _____

Person Responsible _____ Phone # _____ Email _____

Backup Person _____ Phone # _____ Email _____

Responsible & Backup Person must be in full updated compliance with Safe Environment & ERT

Rooms Needed:

<input type="checkbox"/> 208	<input type="checkbox"/> 210	<input type="checkbox"/> 213A	<input type="checkbox"/> 213B	<input type="checkbox"/> 225	<input type="checkbox"/> OLG	<input type="checkbox"/> St. Joseph	<input type="checkbox"/> St. TC	<input type="checkbox"/> St JP II
<input type="checkbox"/> Hall	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Narthex	<input type="checkbox"/> Chapel	<input type="checkbox"/> Church	<input type="checkbox"/> Patio	Website		<input type="checkbox"/> Y <input type="checkbox"/> N

30 Minutes before & after Event Time are reserved for Set-up and Clean-up. Extended time upon approval.

2026 Month	Day of the Week Monday – Sunday	List Date(s) 6,13,20,27	Dates Not Available to Reserve	Event Time (ex:8am-9am)
January				
February				
March				
April			CLOSED @ NOON: 4/2 CLOSED: 4/3, 4/6	
May			CLOSED: 5/25	
June				
July			CLOSED @ NOON: 7/2 CLOSED: 7/3	
August				
September			CLOSED: 9/7	
October				
November			CLOSED @ NOON: 11/25 CLOSED: 11/11, 11/26, 11/27	
December			CLOSED @ NOON: 12/23, 12/30 CLOSED: 12/8, 12/24, 12/25, 12/31	

If requesting a special room set-up, please complete the form on page 3.

Please use the proper forms for Bulletin articles, Announcements and Pre-Mass Talks.

OFFICE USE ONLY:

- Pastors Review _____
- Maintenance + Copy _____
- Website Posting _____

Safety, Security, and Compliance	<input type="checkbox"/> Julio
<input type="checkbox"/> Compliance	Compliance Officer Signature _____
<input type="checkbox"/> ERT	

Date Entered into Book: _____ By: _____

Our Lady of the Valley Parish Event Leaders Responsibilities

Event: _____ Facility Assigned: _____

Event Date: _____ Event Hours: _____

Event Leader: _____ Phone No.: _____

Event Leader's Signature: _____

General Responsibilities

- Familiarize yourself with the evacuation route plan for the facility you are assigned and the location of the nearest emergency phone, if not using your cellular phone.
- Know the location of all available exits.
- Know the location of the Fire Alarm Pull Boxes, the Fire extinguishers, first aid kit and defibrillator.

Fire Emergency

If you detect smoke and/or blazing fire:

- Activate the manual fire alarm-at a fire pull box, push in and pull down glass lever. It will indicate "ACTIVATED".
- Initiate evacuation procedures to calmly and orderly evacuate everyone from the building.
- Assist the young, elderly and handicapped.
- Ensure that all bathrooms, classrooms, meeting areas, offices, chapel and church have been checked and everyone has evacuated the building.
- Advise members of your group (evacuees) to go to the assembly point in the parking lot and to remain there. Ask them not to move their vehicle and to keep the fire lanes clear so emergency vehicles can have unobstructed access to the facility. Entrust the first evacuees to call 911 and give location as **Our Lady of the Valley Catholic Parish, 505 N La Canada Dr., Green Valley, AZ 85614.**
- The Event Leader should wait at a safe distance from the main entrance for the Fire Department and assist as requested.

Medical Emergency

- Call 911, using a landline or cellular phone, and state the nature of the medical emergency and give your location as **Our Lady of the Valley Catholic Parish, 505 N La Canada Dr., Green Valley, AZ 85614.**
- Send someone, with the "**FOLLOW ME**" sign, to the appropriate parking lot to direct the emergency responders to the location of the ill or injured party.
- Comfort the patient and render first aid or ask for trained individuals in your group to provide assistance.

Parish Notification

As soon as possible, after emergency personnel have been contacted, please notify the Pastor, the Business Manager, and/or the Compliance Officer about the nature of the emergency and the actions attempted. DO NOT FORGET to complete the incident report form.

Room Set-Up Request
FORM MUST BE FILLED OUT BY LEAD OF MINISTRY

# of Card Tables	# of Chairs	# of 6 foot tables	# of Round Tables	TV	VCR	Computer	Screen	Microphone	Other

IF YOUR EVENT IS USING OUR TABLECLOTHS, IT IS THE MINISTRY'S RESPONSIBILITY TO HAVE THEM LAUNDERED AND RETURN WITH IN 2 DAYS

I, the Ministry Lead, of the ministry/organization requesting the above will abide by instructions given above.

Ministry/Organization Lead Signature: _____ Date: _____

If you need a specific Room Set-up, please draw in the Space below.