

## OUR LADY OF LOURDES FACILITIES USE AGREEMENT

Church / School / Parish Office

10243 – 12<sup>th</sup> Ave So Seattle, WA 98168

Office: (206) 735-7598 Website: [www.ducmeloduceseattle.org](http://www.ducmeloduceseattle.org)

Facilities Coordinator: Tang Nguyen 206-355-9378 Email: [tangnguyen16@gmail.com](mailto:tangnguyen16@gmail.com)

### FACILITY REQUEST FORM

Group: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home #: \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Date Start & End	Start Time	End Time	Location Preferred Parish office, OLL School, Church	Areas Use Parish office or OLL School. (Room? Cafeteria? Kitchen?)	Event Title

Event description: What purposes, who are present, are they parishioners? How many people... (Please explain as details as possible)

---

---

Users are responsible for safeguarding facility when in use, closing and securing facility in a satisfactory manner after use and advising office of any changes or cancellations. Please be sure to complete an "After Use Checklist" and other requirements for each event. Please return this form to event coordinator for approval. Please submit this form at least 1 month before the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## OUR LADY OF LOURDES FACILITIES USE AGREEMENT

Church / School / Parish Office

10243 – 12<sup>th</sup> Ave So Seattle, WA 98168

Office: (206) 735-7598 Website: [www.ducmeloduceseattle.org](http://www.ducmeloduceseattle.org)

Facilities Coordinator: Tang Nguyen 206-355-9378 Email: [tangnguyen16@gmail.com](mailto:tangnguyen16@gmail.com)

### Guidelines

In cases of medical emergency, Dial 911; also report disturbances, a crime in progress, car break-in or stolen property. Report broken items and damage to event coordinator.

For security and safety, person assigned church facility's key(s) must guard/secure the key from lost or theft. Church keys may not be transferred to other individuals or duplicated. Issuance of keys is with the approval.

#### **The following Facility Procedures will apply to all organizations, and groups when using Our Lady of Lourdes facilities.**

1. All events/classes shall be scheduled through the event coordinator and be listed on the Parish calendar. No unauthorized use of the facilities is allowed. Please confirmed your use to the room assigned to you. Please ensure that trash is not left outside or in other areas of the facilities.
2. Everyone on church property must conduct themselves in an orderly and safe manner. leader must supervise their children at all times to ensure that parish facilities are not broken or damaged. Please do not let children play with church equipment or play baseball/football type games inside the building.
3. Damage to the facilities or bathrooms out of service shall be reported immediately to the event coordinator, any parish person on duty at the time and/or make a phone call to the emergency numbers posted on the wall for that area.
4. After use, please return the facility to the condition that you found it in. – return tables, chairs and other items to their original location.
5. Clean up the area and empty any food waste into the dumpster and line garbage can with new plastic; make sure no food is left in the area, sweep the floor as needed.
6. Please take away all materials that you have brought and decorations share be removed.
7. Turn off all lights, fan, close all windows, and lock all doors before leaving the facility.
8. If you are using the kitchen make sure turn off all stove, warmer, heat, light and closed window.
9. No Smoking
10. To promote cleanliness and the respectful use of Church facilities, all persons and organizations must abide by the above procedures. Event coordinator will randomly check the facility after your use. If the above procedures for use of these facilities are violated, your use of the facilities will be terminated. Our Lady of Lourdes reserves the right to bill the responsible people for any damage beyond normal wear and tear.

Signature of the person on this form is responsible for the execution of this agreement and must ensure all attendees of the event/class abide by this agreement. Signing this agreement, you're acknowledge that you have read, understand, and agree with these procedures.

Please sign and return this form to the event coordinator.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_