

**Visitation of Our Lady Multi-Purpose Building
Reservation Request Form**

Name of Organization: _____ Contact Person: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Description of Event: _____

Date of Event: _____ Time of Event: _____ am _____ pm until _____ am

Total Reservation Time: (include set-up and take-down time) _____ am _____ pm until _____ am _____ pm

Area(s) of Facility for Requested Use: (check all that apply)

- _____ 1st Floor Meeting Room (Approximate capacity 30)
- _____ 2nd Floor Meeting Room (Approximate capacity 20)
- _____ 2nd Floor CYO Room (Approximate capacity 40)
- _____ Kitchen
- _____ Gymnasium
- _____ Stage
- _____ Bathrooms

Information Needed

Approximate number attending the event: _____

Will food be served during the event? Yes No

Will there be alcohol at the event? Yes No

If Yes: Sold Served BYOL

Equipment Requested for the Event (check all that apply)

- _____ Tables (# _____)
- _____ Chairs (# _____)
- _____ Sound System
- _____ Microphone
- _____ Stage Lights
- _____ Volleyball Net
- _____ LCD Projector
- _____ Overhead Projector
- _____ Bleachers
- _____ Scoreboard
- _____ Stage
- _____ Podium
- _____ Basketball Goals
- _____ Kitchen Equipment
- _____ Screen
- _____ Other: _____

Additional Set-Up Information: _____

**As group contact person, I understand that my signature below indicates that I have filled out the above information to the best of my knowledge, and that I have thoroughly read and agree to comply with the guidelines established for use of the facility and equipment.*

Signature: _____

Date: _____

Fax Number: 341-5378

Visitation of Our Lady Multipurpose Building Guidelines for Use of the Facility

Reservation Request

- Reservations will be accepted on a first come, first serve basis with a maximum of one (1) year in advance of the requested date. The school has first priority when scheduling events, followed by parish ministries and lastly non-school/parish activities. Group size and type of event will be considered when reserving rooms in the facility. We reserve the right to schedule an event in the most feasible and economical location on the campus.
- A \$100.00 deposit is required from any individual/group interested in reserving the building for a private function. The deposit must be paid before any date can be secured. The deposit is forfeited if the event is cancelled. This fee does not apply to school/parish sponsored events.
- The cost to rent the facility for a private function depends on the rooms requested, the length of the event and the type of event being scheduled. If the services of the facility manager are required, an additional fee will be charged. All fees must be paid in full one month prior to the scheduled event.
- As a private Catholic institution we reserve the right to decline use of our facilities to those whose views or actions are contradictory to that of the Catholic Church.
- Reservations are made through the school office with the facility scheduler, Mrs. Louisa Morales. Inquiries can be made at 347-3377 from 7:30 a.m. – 3:30 p.m. Monday through Friday or emailed to lmorales@vol.org.
- A reservation request form must be submitted for **each** event. This form can be picked up in person from the school office or downloaded from the school's web site. The completed form must be returned or faxed (341-5378) to Louisa Morales in the school office.
- You will be notified through phone or email once your event and date are approved and confirmed. Please do not proceed with planning until you receive this confirmation.
- Any non-parish organization or individual requesting use of the multi-purpose building must adhere to the guidelines established by the Archdiocesan of New Orleans insurance company. Liability coverage in the amount of one million dollars (\$1,000,000) per occurrence or special event coverage is required depending on the nature of the event. A certificate of insurance must be provided to the school office before the event can take place. Further details can be obtained through the facility scheduler.
- For security purposes, a police detail may be required for certain functions. The type of event and number of people attending will determine if police security is necessary.
- If a scheduled event is changed or cancelled, please call the facility scheduler as soon as possible at 347-3377.

Keys/Security Code

- Keys and a security code must be picked up at the school office on the day of the event or the last school day prior to the event. Keys must be returned to the same office on the next business day. Or placed in the key box in the main lobby. School office hours are 7:30 a.m. – 3:30 p.m., Monday through Friday during the school year and Monday through Thursday during June and July.
- The contact person booking the event for an organization is responsible for the keys. **The copying of keys is strictly prohibited.**
- A temporary security code will be issued which will allow the contact person to disarm and reset the fire and burglary alarm.

General Guidelines

- Smoking is prohibited inside the multi-purpose building. Please be sure to use the ash trays outside the main doors to properly dispose of all cigarette butts.
- Children must be supervised at all times. Do not allow children to play/run on the stage, up and down the bleacher or go under the bleachers. All children must be accompanied by an adult to use the elevator.
- The fenced playground area and the second floor classrooms are not available for use by anyone using the facility.
- Only freestanding decorations are permitted and must be flame retardant. The use of nails, tacks, scotch tape, staples, pins, etc. is not permitted. Candles must be completely enclosed in a glass or non-flammable holder.
- All decorations must be taken down and removed from the facility immediately after the event.
- Clean and tear down all tables and chairs and return them to their proper storage area.
- To protect the floors, please do not drag chairs or tables across the floors.
- Sweep and clean all floors; clean up any spills and mop if necessary.
- Clean-up includes the area outside the building. Please pick up any cigarette butts along the outside of the building.
- All garbage should be bagged and placed in the dumpsters located outside near the playground.
- Leave kitchen area clean, remove all food from the refrigerator, wipe off all counters, appliances, and turn off all equipment. Clean utensils/dishes and return to proper location.
- Depending on the type of event and the number of people attending, professional janitorial services may be required. The school office will provide details and cost at the time of booking.
- At the end of an event, all doors should be locked, lights turned off, and the security alarm set.
- In case of an emergency, please contact the facilities manager at 259-9367. Report any damages or non functioning items to the manager at the above number or to the school office when the keys are returned.
- A facility inspection will be conducted immediately following the event to determine the condition of the facility. Organizations/individuals are responsible for any damages that happen during the event. The \$100 deposit (if applicable) will be refunded within seven days if no damages occur.

Following Your Event

- Be sure to complete all clean-up responsibilities, as listed in the guidelines.
- Return all keys to the key box before exiting the building or to the school office the next business day.