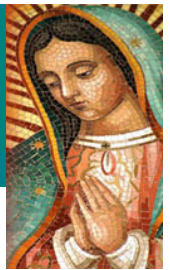


1206 East 9th Street, Austin, Texas 78702
Web site: www.olgaustin.org
Phone: (512) 478-7955
Fax: (512) 478-8377

Our Lady of Guadalupe Catholic Church



Date Requested: _____

Name of Event: _____ # Expected to attend: _____

Description of Event: _____

Start Date: _____ Start Time: _____ Check here if this is an All Day Event

End Date: _____ End Time: _____ Make Available to Public Website?

Reoccurrence:
 None Daily Weekly Monthly Multi-Day Event

List Date Range or Dates and time of Meeting in the space Provided:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any holidays, Days off, offsite meeting, within the date range listed above?

Event Contact Name: _____

Sponsoring Group Name: _____

Phone: _____ Cell Home Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Are other OLG ministry groups attending? _____

Resources Needed:

- | | |
|---|---|
| <input type="checkbox"/> TV (With DVD/VCR) | <input type="checkbox"/> Sound System, Mics |
| <input type="checkbox"/> Easel Screen | <input type="checkbox"/> BBQ Pit |
| <input type="checkbox"/> Over head projectors | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Parking lot | <input type="checkbox"/> Special Events Insurance |
| <input type="checkbox"/> Security | <input type="checkbox"/> Money Intake Kit |

Need a member of Staff or Religious: Name: _____

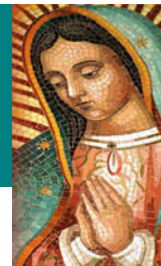
I (we) understand that building norms must be followed and facilities must be left in their original condition. I understand that I (we) am/are responsible for any damages to the Facilities.

Indemnity Clause

I (we) hereby release and agree to indemnify, defend, and hold Our Lady of Guadalupe Catholic Church, the Diocese of Austin, and their priests, officers, council members, agents, staff and affiliates (collectively the "Indemnities"), harmless from and against any and all losses, liabilities, claims, damages, expenses, suits, or costs of any kind (including, without limitations, the reasonable fee and disbursements of counsel for Indemnities in connection with any proceeding) that may at any time, be imposed on, asserted against, or incurred by Indemnities as a result of or in any way connected with or arising out of, my (our) use of the Facilities, including but not limited to any consumption/intoxication of alcohol by anyone attending the event.

Date

Facility User's Signature



Welcome to Guadalupe! Our Lady of Guadalupe Church has so much to offer! In addition to a historic setting and a central location, OLG has meeting space for any need. In order to maintain facilities, utilize parish resources, account for usage and provide a secure and safe church campus, the parish implemented the following facility policy:

General Information:

- All Buildings are NON SMOKING Facilities – No Smoking is allowed in any building.
- OLG has a NO Alcohol policy. Alcohol is not allowed on the premises
- Balloons and Candles are prohibited
- Avoid leaving vehicles on the grounds after campus has closed. Vehicles may be called into APD and identified as abandoned. Call parish office if arrangements need to be made.
- Staff is not permitted to open facilities when they are not scheduled to work.
- Staff is not allowed to lend out their keys.
- Some events may require Special events insurance or security
- Please notify the office of any damages or maintenance needs.

Accessibility & Availability

- With the exception of Liturgy, no bookings will be made during holidays or extended weekends: These are but not limited to: Christmas Eve through the New Year's day; Good Friday through Easter Monday; Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday through Sunday; the Immaculate Conception of the Blessed Virgin Mary.
- The grounds must be secured; facilities must be locked and closed by 9pm. Please vacate facilities promptly by 9pm. Failure to comply may result in loss of future reservations or incurred charges.
- Parish Facilities are available Monday through Friday from 8am to 9pm; Saturday from 7:30am to 1:30pm and 8:30pm to 9:00pm on Sunday 7:30am to 2:30pm and from 6:30pm to 9:00pm. If a facility needs to be used at a time where no staff is onsite, then a monitor fee must be accessed.

Reservations

- Anyone who wants to use the parish facilities must book through the parish office. Please note, OLG Staff is not allowed to open a facility if it is not on the parish calendar.
- Cancellations: Report cancellations as soon as possible. Rooms are prepped and utilities are set prior to usage.
- Damage: Booking Party is financially responsible for any and all damage to rented space, furniture or equipment
- Resources such as TV/DVD are booked ahead of time please do not remove TV from rooms. They are booked and placed in the rooms by staff. Never move a TV unit up or down stairs. Only staff is permitted to move units. Failure to comply may result in serious injury and denied facility reservations

Fees: Fee schedule is:

- For the 57 Ministry groups of OLG there is no charge, however, donations are graciously accepted.
- Other diocesan ministry groups- Donation requested to offset parish maintenance and facility expenses.
- Non profits- parishioner rate
- All others- regular rental rates apply
- Special Events Insurance (125.00 and Up)
- If necessary, Security (See office for rates)

Facilities: Help keep OLG Beautiful!

- Reduce, Reuse, And Recycle! Please recycle cans and paper when possible
- Do not post or hang anything on the walls, windows, ceiling or floor. Religious Ed. must use bulletin boards only
- Remove your trash to the dumpster
- All trash receptacles should be relined with trash bag as provided
- Facility must be swept of large debris
- Spills must be cleaned-up
- If classroom sinks are used they must be left clean
- No one under the age of 16 years of age should be allowed in the St. Eugene de Mazenod Hall Kitchen
- Please put way chairs and wipe tables
- Secure facility; turn off all utilities, i.e., lights, fans and A/C

In case of emergency contact the staff onsite or the Pastor