



## **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.
- Reservations are made through the school office with the facility scheduler, Mrs. Julie Landry. Inquiries can be made at 347-3377 from 7:30 a.m. – 3:30 p.m. Monday through Friday.
- A reservation request form must be submitted to the facility scheduler for each event. This form can be picked up in person from the school office or online from the school's web site.
- 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.
- 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.
- If a scheduled event is changed or cancelled, please call the facility scheduler as soon as possible at 347-3377.

### **Keys/Security Code**

- Keys 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. School office hours are 7:30 a.m. – 3:30 p.m., Monday through Friday during the school year. Summer hours vary.
- 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 in the multi-purpose building.
- Children should be supervised at all times. Do not allow children to play on the stage or in the elevator.
- 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.
- To protect the floors, please do not drag chairs or tables across the floors.
- Please clean any spills.
- Please make sure the area outside of the building is clean.

- A \$100.00 refundable cash deposit is required for use of the kitchen. The kitchen area must be left clean and in the same condition as when you arrived. Remove all food from the refrigerator wipe off all counters, appliances and turn off all equipment. Clean utensils/dishes and return them to the proper location. After an inspection following the event, the cash deposit will be returned if the kitchen is left in the condition it was in before the event. In the event the kitchen was not left in good condition, the \$100.00 deposit will be used to have the kitchen cleaned.
- Use of the fryers will require a non-refundable cash deposit of \$100.00. This deposit is used to have the fryers cleaned. **DO NOT ATTEMPT TO CLEAN THE FRYERS**, we will have them cleaned after the event.
- A cleaning fee for the gym will be charged. The cost for cleaning will vary depending on the type of event scheduled and number of people in attendance. Fee starts at \$200.00.
- Guidelines for the air condition/heating systems, lighting and sound systems must be strictly followed.
- 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.

#### **Following Your Event**

- Be sure to complete all clean-up responsibilities, as listed in the guidelines.
- Return all keys to the school office the first business day following your event.