



Our Lady of La Vang Catholic Church

288 South Harbor Blvd, Santa Ana, CA 92704

Tel: (714) 775-6200 - Fax: (714) 775-6226

Email: parish@ourladyoflavang.org - Website: www.ourladyoflavang.org

FACILITY REQUEST

(Complete and sign both pages)

Today's Date: _____
Month Day Year

Ministry Group Name: _____
(Please Print)

Ministry Group Leader Full Name: _____
(Please Print)

Telephone: _____

Purpose of Event: _____

If One Date:

Requested Date of Event: _____ Day of the Week: _____
Month Day Year *(Monday, Tuesday, etc.)*

Start Time: _____ End Time: _____
(Hour:Minute AM / PM) *(Hour:Minute AM / PM)*

(These hours must include time to set up and time to clean up.)

If Recurring Dates:

Requested Date of Event: _____ Day of the Week: _____
Month Day Year *(Monday, Tuesday, etc.)*

Sun Mon Tue Wed Thu Fri Sat

Weekly Monthly

Start date: _____ End date: _____
Month Day Year Month Day Year

Start Time: _____ End Time: _____
(Hour:Minute AM / PM) *(Hour:Minute AM / PM)*

(These hours must include time to set up and time to clean up.)

Facility Requested:

Church	Kitchen	Room 1	Room 2	Room 3	Room 5
Room 001	Room 002	Room 003	Room 201	Room 202	Room 203

Round Table No.: _____ Long Table No.: _____ Chair No.: _____

Ministry Group Leader Signature: _____ Date: _____

FOR OFFICE USE ONLY

Did the Ministry Group Leader sign both pages (front and back)? Yes No

Facility Assigned: _____

Confirmation Delivered to the Requestor was Made By: _____ Date: _____



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FACILITY RULES

1. **Keep the facility clean and organized at all time.**
 2. **Turn off the lights and close all windows/doors firmly before leaving.**
 3. **Return all furniture (tables, chairs, etc.) to their original positions.**
 4. **Utilize the facility according to your scheduled time, which includes setup time and cleanup time.**
Please respect other groups or programs that use the same facility after you.
 5. **NO foods/beverages are permitted in the facility WITHOUT your Ministry Group Leader's approval. Upon consumption of foods/beverages, **CLEAN UP** the facility neatly, **REMOVE** all the trash, and drop it in the big dumpster behind the green tent when leaving.**
 6. **NO writing on the walls, furniture, or fixtures, except for the white board. Use only dry erase markers on the white board and wipe it clean after use.**
 7. **Children must be supervised at all time by your Ministry Group's responsible adult(s).**
Unaccompanied children are not allowed inside or outside the facility.
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8. **NO smoking, alcoholic beverages or illegal drugs are allowed within the church premises.**
 9. **NO open fires or flames (including candles) inside the facility WITHOUT your Ministry Group Leader's approval.**
 10. **NO use of nails, screws, tape, or permanent hardware on any facility walls.**
 11. **NO operating the sound system WITHOUT prior approval from the Parish Office.**
 12. **NO removal of furniture or any other equipment from the facility WITHOUT prior approval from the Parish Office.**
 13. **NO leaning tables against the walls. Return the tables to their original positions or place them on the table dolly after use.**
 14. **NO more than 30 chairs can be stacked up on each chair dolly.**

Please Initial and Sign Your Name:

_____ I have read, understood, and agreed with all the rules listed above.

_____ I will instruct my ministry group members to comply with these rules.

_____ If any of the above rules are violated, my Ministry Group will pay \$100 penalty fee within 30 days from the date of violation to the Parish, either out of my own pocket or be deducted from my Ministry Group account here at the Parish.

_____ If my Ministry Group does not pay the \$100 penalty fee timely, my Ministry Group will not be allowed to use any facilities for 12 months from the date of violation.

Ministry Group Name: _____
(Please Print)

Ministry Group Leader Full Name: _____
(Please Print)

Ministry Group Leader Signature: _____ **Date Signed:** _____