

# Our Lady of the Wayside Parish

## Facilities Scheduling Guidelines

1. Only OLW sponsored organizations are permitted to use the facilities.
2. Call: Chris Otero @ 847-253-5353 Ext. 228 with questions regarding scheduling an event using OLW property except the church and for assistance with set up, take down and equipment  
  
Kathy Freiburger @ 847-253-5353 Ext. 221 with questions regarding scheduling the church
3. Use the form entitled ***Request to USE OLW Facilities*** to reserve the use of any facility. **Please fill in all of the information.** Incomplete forms will be returned.
4. **Every activity using OLW parish property and all rooms/space required for every phase of the activity must be scheduled prior to use.** Please be sure to schedule the time that your group will need to decorate and prepare for your event and to clean up when the event is over.
5. Requests will be processed on a first come, first served basis. Please include 2<sup>nd</sup> and 3<sup>rd</sup> choices of facilities in case your primary choice has already been scheduled. (The estimate of number of participants helps locate alternate sites, if necessary.)
6. As in the past, kindly complete one form for each event or series of events to be scheduled; e.g. Youth Ministry may complete a single form for a single event such as Battle of the Bands; and a separate single form for a series of repeated events such as all monthly meetings or all movie nights.
7. Use of the Rectory is limited to between the hours of 9:00 a.m. and 10:00 p.m.
8. Dinners are to be held in the Rectory Meeting Room, Gathering Place, or the gym (the Fr. Mackin Center.)
9. **Use the form, *Event Set Up/Take Down Assistance Request*, to request staff set-up and/or takedown services for your event.** Submit this form with a detailed floor plan with set up instructions **to the OLW Business Office** along with the ***Request to Use OLW Facilities*** form.
10. **Please notify Chris Otero when you cancel, postpone, or change your event!**  
**Please notify Kathy Freiburger when you cancel, postpone, or change your event in the church.**

For more information contact Chris Otero by phone: 847-253-5353 Ext. 228 or by email: [chrisotero@olwparish.org](mailto:chrisotero@olwparish.org)

**Thank you for your efforts to cooperate with our procedures.**