

Our Lady of the Wayside Parish

434 W. Park St., Arlington hts, IL 60005 – 847-253-5353, ext. 228 - FAX 847-253-9810 EMAIL chrisotero@olwparish.org

Things To Keep In Mind When Using OLW Facilities

- **Every activity** using OLW Parish property and **all rooms/space required** for the activity **must be scheduled** prior to use.
- Use the form, ***Request To Use OLW Facilities***, to request the use of all OLW indoor and outdoor facilities, including the Gathering Place & Patio, the parking lots and grounds, and all of the buildings **except the Church***. Submit this form to the Business Office in care of Chris Otero.
****Note: Requests to schedule the Church should be directed to Kathy Freiburger.***
- 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 Business Office **along with the *Request to Use OLW Facilities*** form. Attach a detailed floor plan using the appropriate room layout diagram** indicating the desired set-up configuration and set up instructions. Please show the location of all tables, chairs, and other equipment needed for your event. **Please be as specific as possible.**
*****Note: Room layout diagrams are available at the Parish Office.***
- Please notify Mrs. Chris Otero ASAP if a facility will not be used as scheduled.
- Use the existing table and chair set ups or arrange for your committee to set up or take down tables and chairs for your event whenever possible.
- Please notify Chris Otero at least 2 weeks prior to the event if there are any changes to the original set up plan.
- Contact Chris Otero or Pam Miller at 847-255-0050 regarding the use of any audio or audiovisual equipment in the gym.
- Obtain and return keys from/to the Parish Center reception desk.
- **Do not give or “loan” your keys to anyone else.**
- Do not prop open any interior or exterior doors. If necessary, please request the proper key to lock the door latch in the open position. Door stops will be provided on request.
- Use only your own supplies.
- Use only masking tape or sticky tack to post signage. Please remove all signage and adhesive immediately following an event.
- Immediately report any unusual conditions, accidents or spills to the receptionist in the Parish Center and/or to Ann Brice on Ext. 259.
- **Before leaving the premises please:**
 - *Return the room to its original order unless take down arrangements have been made.*
 - *Clean tables and chairs as necessary after use.*
 - *Take all of your leftover food, supplies, and signs home with you.*
 - *Close and lock all windows.*
 - *Turn off the lights.*
 - *Please make sure all of the doors are locked behind you.*
 - *Return building keys to the Parish Center ASAP.*