Our Lady of Victory Church
Davenport, Iowa • www.olvjfk.com
GUIDELINES FOR FACILITY USE

OLV and JFK facilities are only available for use by individuals and groups affiliated with the parish or school community. Our staff will make every effort to ensure the success of your event and see that it offers a positive reflection on the parish and school. The following policies will help members plan their events.

General Provisions

1. OLV / JFK facilities are available from 7 AM until 10 PM daily. Meeting/activity spaces include the Parish Center, Gathering Space Meeting Room, JFK Media Center, and JFK staff room. Event location will depend upon availability and type of function.
2. Scheduling is done through the parish office on a first-come, first-served basis. Those wishing to use JFK School facilities must schedule with the school principal. Organizations that have a standing meeting date will already be reflected in the schedule. (For example, Parish Council meets on the 4th Tuesday of the month).
3. Keys may be checked out by the organization leader prior to the scheduled use. Keys shall not be duplicated or transferred to others without prior authorization. Prompt return is expected once the event has concluded.
4. Exterior doors shall not be propped open. Monitoring entrance into the building shall be the responsibility of the party to whom the key was issued. For security reasons, it is generally a good idea to lock exterior doors after the scheduled meeting begins.
5. To avoid disappointment or conflicting events, please contact the appropriate office well in advance of your proposed activity. Please do not assume reoccurring events will be "rolled over" onto the calendar each year. We need to know the specific date, space requirements, and other particulars associated with your event. It is generally beneficial not to advertise your event until scheduling of the space has been confirmed.
6. When applicable, heat and air conditioning will be programmed for all scheduled events. Instructions for manual operation will be given for those spaces not controlled by computer software.
7. Absolutely no smoking is permitted in any of our buildings.
8. Prior permission from the pastor is required before alcoholic beverages may be served at parish sponsored functions. Responsible use of alcohol is expected and state laws regarding possession and consumption of alcohol shall be enforced at all times. Except for Eucharistic liturgies, alcohol is never served to minors.
9. All materials brought into the space for your event should be promptly removed once the event has concluded.
10. OLV / JFK has limited electronic equipment. Please check with the scheduling office for availability, or plan to bring whatever is required to cover your audio/visual needs.
11. Parish telephones provide local service only.
12. The parish posting policy applies to all spaces. Please do not put posters on walls or hang materials from the ceiling grid. An easel is available upon request.

13. Emptying garbage, sweeping/vacuuming floors and other minor housekeeping is expected once the event has concluded. The garbage dumpster is located at the south end of the parking lot.
14. Check to see that bathrooms are orderly, all doors are locked and lights have been turned off.
15. Report any maintenance needs or requests for service to the appropriate office. A voice mail message left after normal office hours will be promptly tended the next business day.
16. In case of intentional damage, the scheduling individual or organization will be assessed for the cost of repair or replacement. Ordinary wear and tear is not considered intentional.
17. In the event of a funeral or other significant parish occurrence, there may be a change to building or room use and parking availability. Should this occur, we will contact you as soon as possible and do our best to accommodate your scheduled event.

Parish Center Specifics

1. The maximum number to occupy this space is 300.
2. If appropriate and size of the group allows, two organizations may be asked to occupy the Parish Center simultaneously. One will be scheduled for the tile side, one for the carpeted side. The room divider will be closed.
3. Space includes a full-service kitchen with stove, refrigerator, microwave, ice maker, and dish washer. Please request operating instructions if you are unfamiliar with the equipment.
4. Do not remove coffee pots, appliances, serving trays, or kitchen utensils from the kitchen without prior permission.
5. Please remove all left over food, beverages and condiments once the event has concluded.
6. Bring your own coffee, cream, sugar and paper products. Please do not plan to use parish food service supplies.
7. Food is not permitted in the Parish Center sitting area (alcove).
8. The Parish Center may be rented for private parties. A separate *Facility Use & Fee Schedule* applies.

Gathering Space and Meeting Room Specifics

1. The maximum number to occupy the meeting room is 65.
2. To enhance security and assist with monitoring, doors from the gathering space into the church proper are routinely locked at the close of the business day.
3. Meetings are generally not scheduled for the gathering space proper.
4. Consumption of food in the gathering space shall be limited to light refreshments (i.e. cookies and punch, donuts and coffee). This area is not designed for funeral luncheons or other dining experiences. The Parish Center should be used for these events.
5. Storage for groups and activities using this area on a regular basis is provided in the unfinished lower level. Storage in the kitchenette and meeting room is limited. Please plan to use the lower level.