

## RESOURCE USE GUIDELINES

We strive to be as collaborative and welcoming as possible and would like to continue to support the generosity of those who give much of their time to minister to others. As you know, we have parish activities and events here at the parish almost every day. In addition, we support OLC School requiring specific facility use and resources as well. **We are finding it increasingly difficult to balance our desire for liberal access with the need to have a secure facility and protect resources.**

There are a few simple things we can all do to support the needs of our school, our parish ministries and affiliated organizations.

1. Please keep in mind, OLC is a closed campus for the protection of children, for security and for liability purposes. Those who work for, volunteer or are affiliated with OLC and have access keys should be mindful to check in with parish staff when entering the building outside of specific work hours or events. Those with access to the campus should not give access to others outside of specifically scheduled events.
2. All activities on the campus (including the Kateri Lodge, the parking lot or parish grounds) require a reservation for facility use. Reservations can be made by contacting our Administrative Assistant in the parish office or by submitting a request through the parish website.
3. All resources on campus are for parish use only. Including: chairs, tables, linens, paper products, food, ice, etc. Please do not use or borrow parish resources for your personal use, even if you intend to return them.
4. Only use food or beverages expressly purchased for a scheduled event. Food items stored in the kitchen or storage area are for OLC School or other ministry use. If you need to store items for a particular event, please label them. (Hospitality items: coffee, coffee creamer, sugar, coffee cups and napkins are for parish use and will be provided as part of the event registration process.)
5. When participating in scheduled events, please leave the space in the same condition that you found it. (See the Facility Use Guidelines attached for details.)

Thank you for your generosity and for helping to keep our facility and resources safe and protected for all those who worship, serve and work at Our Lady of Consolation.