



Cathedral of Our Lady of Guadalupe

3900 Wisconsin St. Anchorage Ak 99517

907-248-2000 www.olgak.org olg@olgak.org

Facility Usage Policy

Established on April 1, 2026 by pastor with consultation of pastoral council

POLICY STATEMENT

To provide fair and effective use of all parish facilities and to serve and support the mission and vision of the parish, all uses of the Cathedral of Our Lady of Guadalupe facilities must be made in accord with this policy.

DEFINITIONS

Priority List

The following group/events have been ranked by priority level:

1. Liturgical services and sacramental celebrations
2. AOAJ Dates & Observances
3. Required archdiocesan events and meetings.
4. Religious Education classes and events
5. Parish programs and events (e.g., annual Gala, Movie nights, parish picnic)
6. All ministry programs and meetings
7. Regularly scheduled parish- or -affiliated organizations(ie. legion of mary, prayer group)
8. External organizations (Renters)

HOLY DAYS AND HOLIDAYS

ONLY liturgical meetings/events & 12 step groups will be scheduled at any parish facility during Holy Week, Triduum (Holy Thursday, Good Friday, and Holy Saturday), and similarly on Easter, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, or Thanksgiving Day.

LIST OF FACILITIES

Facilities administered by these policies include:

- Cathedral (main church, Day chapel, north Tower, south tower, Narthx)
- Lunney Center(Juan Diego Rm, Guadalupe Rm. Tepeyac Rm, Aztec Rm, Kitchen)
- Parking Lot

SCOPE

This policy applies to all ministries and people who desire to use the facilities of The Cathedral of Our Lady of Guadalupe Parish.

DIRECTIVES

FACILITY RESERVATION TIMELINE

FEBRUARY:

Every February, All parish Ministries (the Liturgy Department, Religious Education, Adult Faith Formation, Parish Administration, Youth Ministry) will be prompted to submit their calendar requests for the next fiscal year (July 1st - June 30th)

MARCH:

- March 1st to April 30th, all ministries and organizations may submit their calendar requests for meetings and events for the next fiscal year (July 1st – June 30th).
- A general meeting will be scheduled with the Liturgy Department, Religious Education, Adult Faith Formation, Parish Administration, Youth Ministry to finalize submitted requests.
- Besides the first 4 priority levels, the calendar will only be available for reservation one fiscal year beforehand.
- All requests will be evaluated by the Pastor or his designate.
- Dates and room assignments are based on the priority list and availability
- This policy is subject to change at any time and all parties are reminded to be flexible. Requests received during the fiscal year should be submitted at least four weeks in advance of the desired use. **The Parish Office will normally respond to a request within two business days.** All scheduling conflicts not mutually resolved by the groups involved will be resolved by the **Pastor or his delegate.**

SCHEDULING PROCESS

- All requests should be emailed to olg@olgak.org using the FACILITIES RESERVATION REQUEST form. Copies of the form may be obtained from the Parish Office or website: olgak.org.
- You will receive a confirmation that your event is scheduled and the location, or a notice that your request cannot be fulfilled. A submitted request should not be considered as approved/scheduled until confirmed via email. If you do not receive a confirmation, please email olg@olgak.org.
- If an event is canceled by the asking party, **please notify** olg@olgak.org, by email as soon as possible so that the space may be made available for others and the event removed from the bulletin, web site and public calendar. Failure to do so might negate future requests.
- Please do not assume a room is available because it is empty. **If you have not scheduled use of a room/space through the Parish Office and received a confirmation, the space is not available for your group to use.** Always check the calendar with the Parish Office to confirm room assignments.

AVAILABILITY

The cathedral of Our Lady of Guadalupe is a very active parish with busy organizations and ministries. This means that you may not always get the requested facility or date. It is strongly recommended to always have back-up date(s) in mind.

CANCELLATIONS

Please notify the Parish Office of any cancellations by email to olg@olgak.org as soon as possible. If an event is canceled within 48 hours of the start date, please CALL THE PARISH OFFICE at 907-248-2000 . It is important to do this immediately in order to make the space available for others and to allow the event to be removed from the bulletin and website. Also, keep in mind that rooms are arranged (tables, chairs, etc.) and doors are programmed according to the calendar.

Failing to give notice of a cancellation can, at the discretion of the Pastor, result in the loss of future facility privileges for individuals and/or organizations.

SET-UP & TAKE-DOWN

Take a picture of the room before you rearrange for your event. Return room to the same arrangement as you found it. Leave all trash in the trash cans provided. **DO NOT STACK CHAIRS!**

NO TAPE OF ANY KIND, STAPLES, GLUE, THUMB TACKS, GUM, ETC CAN BE USED TO AFFIX OBJECTS TO ANY SURFACE. FAILURE TO FOLLOW THIS RESULTS IN A COMPLETE LOSS OF SECURITY DEPOSIT AND BARMENT OF FUTURE FACILITY USAGE.

GENERAL CHECK/CLEAN-UP

Please check the room when you arrive to ensure that everything is good. If the room is not up to the FACILITY CHECKLIST please notify the Parish Office. Part of the use of our facilities requires everyone who uses our facilities to pick up after themselves. The ministry, or group having the event is responsible for cleaning up as described in this policy. The FACILITY CHECKLIST form should be used to Verify this.

- If you have food/drink, make sure the tables and chairs are wiped off. If you are using the tables for crafts, coloring, etc., cover the tables with plastic before using them. remove all glitter or confetti-like products used. Be sure that all marks are cleaned off the tables and chairs.
- Wipe up spills. The flooring will be damaged if liquid is left sitting on it.
- Trash should be disposed of in designated receptacles. All trash should be left in the trash cans.
- Sweep floors, clean the sink and wipe off counters & tables in the kitchen.
- Put away all unused paper and other supplies.
- Check all restrooms to see that they are clean and in proper order (flush toilets, pick up paper).
- Notify olg@olgak.org if anything is broken and complete the Damage Report section of the Facilities checklist form. This form will be provided when event is scheduled or downloaded from website.
- Turn off all lights (including washrooms and service areas).
- Secure all doors (interior and exterior) and close/lock all windows.
- Leave the room like you found it or better!

MISCELLANEOUS

- Exterior doors are not to be propped open.
- Familiarize yourself with the locations of exits and fire extinguishers.
- No tape, gum, glue, tacks, or staples of any kind is to be used for any purpose. That includes taping or otherwise affixing things to the walls, windows, tables, chairs, pillars, interior doors, and exterior doors.
- No burning candles or oil lamps, of any size, or open flame is permitted in any room or facility with the exception of the church.
- All parish facilities are non-smoking.
- The administration at Our Lady of Guadalupe reserves the right to approve or refuse any requested use of the facilities.
- Parish-owned equipment, furniture or movable articles pertaining to the facilities shall not be removed from the facility. Parish equipment may not be borrowed or rented for private use.
- Thermostat settings are adjusted by Facility staff only.

SECURITY SERVICE

Security is required for all outside groups serving liquor and for large groups (as determined by pastor or his designate). The cost is to be paid by the organization/individual sponsoring the event.

KEYS

The coordinator or designated person will pick up the key(s) from the Parish Office the day prior to the event. The standard opening time for your scheduled facility will be 30 minutes before your requested start time. If 30 minutes is not enough time for you to be prepared, you need to request additional time on the FACILITIES RESERVATION REQUEST form.

- Users are responsible for the facility from the time they request it to be opened until the time they leave. The user must have someone present at all times when the facility is unlocked.

STORAGE

Storage is not available at the Cathedral of Our Lady of Guadalupe facilities prior to the event usage..

ACCESS HOURS

Access to the facilities is based on the rental/reservation time and all events must be finished, cleaned up and people vacated by 11pm.

ACCIDENT REPORTS

If anyone is injured at a meeting/event, please notify the Business Manager as soon as possible, even if it seems to be minor. An Accident ACCIDENT/INCIDENT REPORT form should be filled out at the scene if at all possible. It should be placed in an envelope addressed to the Business Manager Director of Operations and delivered to the Parish Office. The form may be obtained from the Parish Office or website.

DAMAGE REPORTS

In the event something is broken or damaged or you observe something broken or damaged while using the facilities, please fill out a Damage Report section of the FACILITIES CHECKLIST form (available in the Parish Office or website). It should be placed in an envelope addressed to the Business Manager and delivered to the Parish Office. This allows us to keep our buildings in the best condition possible.

If it is an emergency, such as a broken door or window, please notify the Business Manager (Contact information is on the last page of this document.)

NON-PARISH SPONSORED EVENT INSURANCE

Any group using Cathedral of Our Lady of Guadalupe facilities that is not officially sponsored by the Parish or Archdiocese is required to provide liability insurance according to the current fee listed on the OUTSIDE AGREEMENT FORM. Parish/Archdiocese organizations as well as Parish/Archdiocese events are covered by Aoaj insurance.

RENTAL OF PARISH FACILITIES

Parish facilities and equipment are only to be used for official parish ministries and functions. They may **not** be rented or borrowed for other uses.

FEES

There are no fees or charges for use of the facilities at the Cathedral of Our Lady of Guadalupe, for parish groups/ministries/organizations. Outside groups will be charged **based upon our rental policy**. We will also charge for excessive cleanup and repair/replacement of damaged or broken items. The fee will be determined by the Pastor or his designate.

EXCEPTIONS

Exceptions to this policy or to any part of it should never be assumed by the group submitting the scheduling request. Exceptions will only be granted by way of the application process at the discretion of the Pastor.