



St. Anthony of Padua Catholic Church  
3305 Glen Carlyn Rd., Falls Church, VA

### Facility Use Agreement

All requests for use of rooms at the parish are to be made via the online registration form.

- Fill in all blanks on the reservation form. Requests must be made for use of the tables and chairs. With multiple events occurring at the same time, it is not always possible to have enough tables and chairs for everyone.
- The 6 tables in room 126 are not to be moved from that room.
- Check your registration approval response carefully. If your group meets weekly, it may not be scheduled on days when there is a conflict with a school event. School activities take precedence and your meeting may be cancelled for those events.
- The normal hours of operation are 8:00 AM to 9:45 PM. The building is closed at 10:00 PM. If you request any fraction of time past 9:45 PM, and it is approved, you must compensate our staff for each hour or fraction thereof. The fee is as follows: \$25.00 from 9:45-10:45 PM, \$50.00 from 10:45-11:45 PM, \$100.00 from 11:45 to 12:00 AM.
- On Sundays, during the summer and on holidays, there is no staff member working before 12:00 PM. Contact the office to make arrangements for opening the doors. Do not call staff members on their personal phones.
- Groups are responsible for cleaning up completely after events. This includes: wiping down the tables and chairs, sweeping or mopping the floor and taking out the trash.
- If your group arrives and the room hasn't been cleaned, please let the office know.
- Important notes for cleaning:
  - No coffee grounds in the sink drain.
  - No wax or flower pieces in the sinks
  - Do not pour used oil in any drain, inside or outside. Used oil must be placed in containers and put into the dumpster.
  - Put all tables and chairs away.
- We've had multiple incidents of clogged drains that have had to be unclogged by hired companies at a significant cost to the parish.
- Any group that is found to cause any drainage issue will be assessed the fee for repair.
- If your group cancels a meeting, please notify the calendar coordinator:  
[calendar@stanthonyparish.org](mailto:calendar@stanthonyparish.org).

Group/Ministry: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_