



OUR LADY OF ANGELS

ROMAN CATHOLIC CHURCH

13752 MARY'S WAY, WOODBRIDGE, VA 22191

Room/Activity Scheduling – July 2026 through June 30, 2027

Please email your request to: igalvez@olacc.org

Unless otherwise indicated, no groups will meet on National Holidays, the Friday after Thanksgiving, Holy Thursday, Good Friday, Holy Saturday, Christmas Week, New Year's Eve and Easter.

Name: _____ Date Submitted: _____

Work Phone: _____ Cell Phone: _____

Email address: _____

Name of Group/Ministry: _____

Approximate Size of Group: _____ Frequency of Meeting: _____

Date(s) Requested: _____ Day of the Week & Time: _____

Dates you will not be meeting (if a repeating event): _____

I agree to leave the room exactly the way it was when I entered: Yes ☐ No ☐

I agree to inform the office if the group will not meet any given day: Yes ☐ No ☐

I understand that religious education will take precedence for scheduling: Yes ☐ No ☐

I understand that it is my responsibility to obtain and return the key in a timely manner: Yes ☐ No ☐

I understand that throughout the year the room/s may be closed for maintenance and cannot be used: Yes ☐ No ☐

I understand that the Pastor may request the use of any room for a special/emergency meeting at any time: Yes ☐ No ☐

Please read carefully: In order to be compliant with the policies of the Arlington Diocese, going forward we must ask that all groups follow the following procedure:

If there is a collection taken on behalf of your group, Our Lady of Angels' Counters will be in charge of formally counting the money. The monies collected from a collection/sale will go into a "tamper evident" bag, marked with your name or the name of the group. A check will be issued to the group and can be picked up by the group leader or it will be mailed to the specified address.

Please sign to indicate your acceptance.

Print Name

Signature

Date

Office use only

Approve/Decline: Yes ☐ No ☐ Location: _____ Time: _____ Group Size: _____

Processed by: _____ Date: _____ Entered in Calendar: _____