

GUIDELINES FOR USE OF PARISH ADMINISTRATION CENTER

Guiding Principles

St. Joseph Church is legally a non-profit entity and therefore cannot "rent for revenue". Use of church facilities is not open for private use by non-church members. When a single family's needs may be accommodated through the use of available space, users are responsible for the care of the facility. A donation is expected to help offset utility costs, restroom supplies, custodial supplies, and custodial care for kitchen and hall safety. **NO ALCOHOL IS PERMITTED ON THE PREMISES.**

Meeting space is scheduled through the Parish Office. We require a point of contact and one week's notice (at the very least). This is necessary in order to communicate schedules to building management and security; however, we receive many requests from many different organizations and people, so it is wise to request a room as soon as you know that it is needed. All meetings are to be concluded by 9:00 PM for reasons of security and maintenance.

PARISH ADMINISTRATION CENTER

For all meetings in the Administration Center, you will need to obtain a key for the facility during office hours (Monday through Thursday, 9:00 AM-4:30 PM, Monday through Thursday evenings 7:00 PM-9:00 PM).

- No monitors are assigned to Brindle Hall. Group leaders of events scheduled into Brindle Hall or the Lee Horan Conference Room must remember to pick up a key in advance of the meeting.
- Weekends in the Administration Building are the responsibility of each organization or group using the facility. That means each organization needs to pick up a key at the parish office and monitor access to the building. Leaving the doors open without monitoring is not acceptable stewardship of our facilities.
 1. When entering the **PARISH ADMINISTRATION CENTER**, use the door closest to your meeting space. Please do not enter Brindle Hall or the Lee Horan Room by walking through the Parish Office area.

Please note: ALL FOOD SERVICE IS RESTRICTED TO BRINDLE HALL AND THE BRINDLE HALL KITCHEN. There is to be no food in the Lee Horan Room or in the John Paul II Room. Please do your part to remind individuals as you see them bringing food into any of these areas.

- In general, please remember that as familiar as you may be with the parish kitchens, not everyone will share that familiarity. For that reason, issues of safety and cleanliness should always be on the minds of those leading a parish activity. Signs will be placed in key locations calling your attention to preferred practices. For example, please do not put paper products, hot pads, etc. on the shelf above the ovens.
- Every group will want access to the available refrigeration when serving food; coordination is therefore essential, because many groups depend upon the same refrigeration. When you are going to leave food either in advance of your event or following the event, please mark your group name and date on all items. The refrigerators should not be considered storage units. If we are in doubt about an unmarked item, for safety reasons we will discard it.
- **NO ALCOHOL IS PERMITTED ON THE PREMISES.**

General Storage: Please do not leave loose items lying around in the kitchen. Everything must be in containers. Mark your group name on all containers and place on shelves. Please do not leave items on the counters or on the floor. Dishes, plates, bowls, etc. not claimed within one week will be entered into St. Joseph's inventory, donated to a needy group or discarded. Please claim your personal items.

Cleanliness: Mops, brooms, dustpans, and other cleaning items that may be needed are housed in the storage closet, located across the hall from Brindle Hall. In addition, automatic detergent dispensers have been installed. Please help keep the kitchen clean. Areas used for your event must be cleaned after your event concludes. Complete the following jobs, where applicable, before you leave:

- Return all pots, pans and utensils to their rightful storage area.
- Sanitize all counter tops and stove tops with the available ECO Lab cleaning agents.
- Scrub and sanitize the sink with available supplies.
- Remove all trash to the dumpster.
- Reline garbage cans with trash bags provided (should be extras in each can.)
- Home dishwashing liquids should never be used. Please use the dishwasher cleaning agents at the sink. Dishwasher cleaning agents feed automatically from the installed dispensers and are formulated to both sanitize and clean. These cleaners meet public health inspection standards.

1. PLEASE NOTE: Cleaning supplies such as Windex, soap pads, rubber gloves or sponges are always welcome items if your group wishes to leave those behind. DISH TOWELS DO NOT MEET PUBLIC HEALTH INSPECTION STANDARDS. Paper towel dispensers have been installed.

Recycling: We have begun recycling. Paper and cardboard are sorted separately from cans, glass and plastics. Please look for the proper dispensers located around the cafeteria and kitchen.

Please help with the care of the facilities by adhering to the following:

- o Restrict activity in the room to that which is appropriate.
- o Children should be supervised at all times.
- o Return all furniture to its original location.
- o Remove all materials, and empty all trash. A dumpster is located on the Filbert Street side of the Parish Life and Education Center for your use.
- o Turn off lights in your meeting space.
- o During the week, custodians are responsible for securing the buildings. On weekends and holidays, it is the responsibility of the meeting/event leadership to secure the building. Doors will be locked, but make certain nothing is obstructing the latch. Front exit doors will need to have the panic bar released from the open position.
 1. NOTE: Custodians are available in the Parish Center Monday through Friday from 7:00 AM to 9:30 PM. The custodians can handle lighting, plumbing, and heating problems. They are also charged with turning off all common area lights and securing the building. If you need a custodian, contact the building monitors in the Parish Life and Education Center. Otherwise, call the maintenance cell phone. The number is 215-7508.

FUNERAL RECEPTIONS

Use of Brindle Hall can be queried through your funeral director, parish priest, or administrative staff; whomever the family may be in contact with. Administrative staff will explain Brindle Hall capacities and offer suggestions of available caterers.

HOSPITALITY MINISTRY: This is a parish outreach service to families experiencing the death of a loved one. This group stands ready to assist with funeral hospitality when requested. When utilized, the Hospitality Ministry will arrange for a team of volunteers to assist on the day of the funeral.

Day of the Funeral

- Unlock the doors to the hall
- Handle lighting, heating, and cooling
- Assist with arranging tables, chairs, and serving areas as preferred by the family
- Be present when families or caterers bring food
- Set up a coffee station (making coffee, providing cups, creamer, sugar, etc.)
- Be present when the family arrives to assist with special needs or general facility orientation
- Help the family put the hall in good order after the luncheon
- Secure the facility at the conclusion