

Responsibilities for Usage of Parish Life and Education 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.

Building Access: When entering and exiting the **LIFE & EDUCATION CENTER**, always use the courtyard approach from the parking lot.

- Building monitors will be stationed in the lobby Monday through Thursday from 6:00 PM to 9:00 PM. The monitors will open entrance doors as well as scheduled meeting areas. The monitors will then be available to assist with information on meeting locations, access to the elevator if needed and in general to assist with needs as they arise.
 1. During school, you may use the door phone for the School Office, register at the front desk and take an ID badge. When leaving, return to the office, sign out, and return your badge.
- Weekend meetings (Friday, Saturday, and Sunday) 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 assign somebody to the lobby to control access. Remember the center has multiple stories, but even on the first floor, meeting leaders will not hear someone seeking access at the front door. Leaving the doors open without monitoring is not acceptable stewardship of our facilities.

Elevator Access: The Life and Education center does have an elevator available. Because we are also operating a school in that building, state law requires that the elevator be locked at all times.

- This is a positive feature for school operation in that we simply provide keys to school staff. It becomes an operating detail when the larger parish numbers use the building. Monday through Thursday, when building monitors are on-site, they will unlock the elevator for use as needed by parish organizations.

Food Service: ALL FOOD SERVICE IS RESTRICTED TO THE CAFETERIA, KITCHEN, and SNACK BAR AREAS. There is to be no food in classrooms, library, or the all-purpose 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. Example: The new stove design in the center includes an exposed pilot light with each burner. Flammable items falling on top of that range can catch fire. For that reason, shelves located above the stove will be posted with a notice reminding users to limit what is placed there. Please do not put paper products, hot pads, etc. on that shelf.
- 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, bowl, 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: Automatic detergent dispensers have been installed. Please help keep the kitchen and cafeteria clean. Areas used for your event must be cleaned after your event concludes. Complete the following jobs, where applicable, before you leave:

- o Return all pots, pans and utensils to their rightful storage area.
- o Sanitize all counter tops and stove tops with the available ECO Lab cleaning agents.
- o Scrub and sanitize the sink with available supplies.
- o Remove all trash to the dumpster located behind the center.
- o Reline garbage cans with trash bags provided (should be extras in each can.)
- o 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. The school is implementing these same practices, including the classroom paper, so realize young eyes are watching responsible adults. Please set good examples so we can all be good stewards of our environment.

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.