

Chapter 1: Facilities	Section 2: FACILITY USE REQUIREMENTS
Date: 05/22/13 Rev: 3	Page 1 of 4

Parish Center Usage Policies

1. **Room set up:**

- a. Tables should not be “broken down.” If you do not wish to use the tables, they should be placed around the perimeter of the room.
- b. Chairs, tables, or other items should **not** be moved from one room to another. If additional chairs are needed, they can be moved from the lower basement area and returned that night.
- c. Windows are not designed to be opened.
- d. Slats of the blinds may be closed or opened—but the blinds themselves are to remain down.
- e. Heat/AC are computerized and are automatically adjusted; do not attempt to change the temperature in the rooms. Temperature cannot be changed. If AC is not running, you can push the “sun/moon” button on the thermostat to turn on for 1 hour. AC is turned on for entire wing, so please conserve resources by using rooms already scheduled.
- f. When using the room, turn on the red light switch in addition to lights needed. The red light switch allows the light powered by the generator to remain on if the power goes off.

2. **Other:**

- a. Food is not allowed in the Parish Center unless special permission is received. If food waste is generated, trash MUST be taken out to the dumpster in the parking lot. Coffee/drinks in covered containers are allowed. Please clean up all spills immediately using clear water and paper towels located under the sink. Please empty containers of all liquids into the sink prior to disposing in trash cans. Rinse sink after use.
- b. Bulletin Boards in the room and/or hallways are not to be used or disturbed. They are for Religious Education Program use only. (For temporary use of an empty bulletin board, use only push pins; do not use staples).
- c. Only dry-erase markers may be used on the whiteboards. (Other markers will ruin the boards.) If used, the boards must be wiped clean before leaving. The boards may be wiped clean with a wet paper towel.
- d. Religious Education supplies from the cabinets may **not** be used.
- e. Bibles on the bookcase may be used; they should be returned neatly to the bookcase before leaving.
- f. No wax candles are allowed in the room. Battery operated candles may be used.
- g. Children are not to be left unsupervised or to wander around the premises while parents are in a meeting.
- h. An emergency exit plan is located in each room. Please familiarize yourself with this plan. Nothing may be hung, taped, pasted, pinned or otherwise placed on the walls, doors, ceilings, hallways or lobby.

6. **Exiting:**

All meetings must finish by 9:30 pm and exit the building by 9:45 pm. Main parking lot lights turn off at 10:00 pm.

- a. Return tables and chairs to original position. Wipe tables if necessary (supplies are under the sink).
- b. Sink area, if used, should be wiped clean.

Chapter 1: Facilities	Section 2: FACILITY USE REQUIREMENTS
Date: 05/22/13 Rev: 3	Page 2 of 4

- c. All trash should be placed in the wastebasket. Nothing should be left in the rooms; they are not to be used as storage for items other than those items needed for Religious Education classes.
- d. Do a final check of the room:
 - i. Did you leave any items (no items are to be left in the room)?
 - ii. Is everything returned neatly to its rightful place?
- e. Turn out the lights, turn off red light switch, and close the door.

BRIEF INSTRUCTIONS ARE POSTED IN EACH ROOM FOR SET UP AND CLEAN UP. PLEASE NOTIFY YOUR GROUP MEMBERS TO READ AND OBSERVE THE INSTRUCTIONS.

Community Center Usage Policies

1. Room set up
 - a. Room set up is the responsibility of the using group, unless previous arrangements have been made with the Parish Office.
 - b. Do not make any changes to the wall dividers. Dividers require a special tool to put up and take down and will be damaged if put up incorrectly. If walls are needed, contact the Parish Office at least 24 hours prior to your meeting.
 - c. Decorations may not be placed on the moveable walls, painted walls or windows. Nails or tacks may not be used to put up decorations – inside or outside the buildings.
 - d. Air conditioning/heat will be turned on by Parish Staff.
 - e. Food stored in the refrigerator or on the shelves must be clearly labeled with the name of the group.
 - f. The Storage Room near the kitchen is locked. If the room is needed for storage, please contact the Parish Office to receive a key.
 - g. Additional toilet paper, garbage bags, mops and vacuum cleaners are located in the shower room next to the kitchen. Additional paper towels, cleaning supplies and toilet paper are located in the Storage Room.
 - h. ONLY the grey long tables and white round tables can be used in the Community Center inside area.
 - i. ONLY long white tables can be used outside of the Community Center. The legs get scuffed and damage the carpet inside.

2. Room clean up
 - a. Wash and clean all tabletops. Cleaning products are located under the sink. It is advisable to bring paper towels and cloth towels in case there are none available at the Center. Do not use the blue dish towels to clean tables. They are for dishes only.
 - b. Discard all trash in the trash cans. Additional plastic bags are located in the shower room to the left of the kitchen.
 - c. Remove full trash bags to the dumpster on the south side of the Community Center. Open the top of the dumpster if necessary to place bags inside. Place bags to the back of the dumpster so that additional trash may be placed in the front. **DO NOT PLACE GARBAGE IN THE BLACK/BLUE RECYCLING BINS.**
 - d. If the dumpster is full, place bags to the side and away from the dumpster. **DO NOT LEAVE TRASH BAGS LEANING ON THE DUMPSTER.** They will be trapped under the dumpster when it is emptied.
 - e. Place clean trash bags in the trash cans.

Chapter 1: Facilities	Section 2: FACILITY USE REQUIREMENTS
Date: 05/22/13 Rev: 3	Page 3 of 4

- f. Clean the kitchen thoroughly, washing all counters and cleaning all dishes used. Return dishes to closet using the diagram provided. Do not take dishes home. Sweep and lightly mop the kitchen floor.
 - g. Discard all food. Leftover food may be taken to the Homeless Shelter on 424 West Tennessee Street across from Popeye's. Park in parking lot facing Macomb Street and bring food to the back door. You will need to ring the bell. There is someone available after 5 pm. If bringing food during the day, call first to be sure someone is there to accept it. Phone is 224-9055. Food left in the refrigerator will be discarded. If you think another group may be able to use your leftovers, contact them beforehand and label all food with the group's name.
 - h. Return room set up to the configuration in the diagram unless instructed differently by the Parish Office. Please contact the office on the day of your event before 4:30 pm to determine what the final set up should be.
 - i. Stack additional chairs in stacks of 7. Place extra tables and chairs behind the moveable wall nearest the Parish Center. Face chairs towards the walls. Return extra white round tables to the designated area. There is a diagram on the wall of the storage area set up.
 - j. Vacuum all rugs. Vacuum cleaner is stored in the shower room next to the kitchen.
3. Exiting the building
- a. Turn off all lights, including the bathrooms.
 - b. Turn off the air-conditioning/heat.
 - c. Close doors securely.
 - d. Security will lock up (unless other arrangements have been made with the Parish Office).

Chapter 1: Facilities	Section 2: FACILITY USE REQUIREMENTS
Date: 05/22/13 Rev: 3	Page 4 of 4

Revision History

Revision Number and Date	Description of Change
Rev. 1, 11/22/11	Make minor changes in wording of policies to reflect current usage
Rev. 2, 8/28/12	No grey tables used outdoors and other minor policy changes
Rev. 3, 5/22/13	No candles in glass room. Trash must be emptied into dumpster if any food waste is generated.

GOOD SHEPHERD RESERVATION FORM

This form must be completed ONCE by EACH person responsible for making reservations. It is not necessary to file a new form for each scheduled event.

I have reviewed the Good Shepherd Parish procedures for Facility Reservations and Facility Use and agree to abide by all the conditions listed in these procedures.

Date: _____

Event/Ministry: _____

Contact Person Information:

Name: _____

Address: _____

Phone: (home) _____

(cell) _____

(work) _____

E-mail: _____

Alternate Name: _____

Alternate Phone: _____

Failure to abide by these conditions may result in loss of the privilege of using parish facilities.

Signature: _____

Date: _____