

# *St. Polycarp Catholic Church*

## *Rules for McLaughlin Hall Use 2010*

### 1. **Reservations:**

- No person(s) or group may use the Hall without the approval of the pastor.
- Fee for use of Hall by parish ministries and groups is \$50.00 a day.
- Reservations for hall, hall kitchen, St. Lawrence Room, Meeting Room and School Pavilion must be approved by pastor. These reservations may be made between 9:00 am and 5:00 pm Monday thru Friday in the parish office.
- Reservation forms must be submitted at least **four weeks** before the event.
- A \$250.00 dollar deposit is required for the use of the Hall. This money will be returned to the group or parish organization after custodian inspects the hall. If there is a need to clean this facility, the \$250.00 will be used to hire a cleaning company.
- **Non-parish groups:** If an outside group requests the renting of the Hall, these additional fees must be paid: \$250.00 per day (Rent) plus \$135.00 to \$470.00 (for insurance) and \$150.00 for trash dumpster.

### 2. **Keys:**

- All keys are to be picked up **BY THE GROUP LEADER** and signed for at the rectory between the hours of 9:00 a.m. to 8:00 p.m. (Monday through Friday) and 9:00 a.m. to 8:00 p.m. (Saturday and Sunday). All keys are to be returned to the rectory front desk as soon as the event is over. If it is after 8:00 p.m. please place keys in the rectory mailbox. **(DO NOT KEEP KEYS OVERNIGHT) (NO EXCEPTIONS).**
- **Parish campus closes at 9:00 pm. Groups must leave hall and kitchen by 9:00 pm unless prior approval has been given.**
- Be sure to obtain all necessary keys at the same time; i.e., Hall doors, kitchen and pantry refrigerator and freezer, janitor's closet.

### 3. **Children:**

- Children (anyone under 18) must be supervised by adults at all times
- Children must stay off the stage and ramp, except for during supervised rehearsals.

### 4. **Heater:**

- Do not attempt to adjust thermostats. They are already preset seasonally.

### 5. **Windows:**

- Do not attempt to adjust windows. They are opened and closed seasonally.

### 6. **Smoking & Candles:**

- This is a non- smoking building. **No lighted candles** are permitted in any of the facilities.

### 7. **Sound System (microphone /stereo / radio):**

- Three microphone jacks are available for use – two on the stage and one on stage right footer input box. There is also an audio input on the input box. An audio cable is permanently installed at the stage right footer input box. This can be used to play audio from a computer, radio, CD, mixer, or MP3 player through the house amplifier system. Do not adjust the volume or the response on the house amplifier system. The system can be activated by the power switch located on the door of the room.

## 8. Locks:

- A description of the correct usage of the front entrance door lock is given below. It is the responsibility of the organization chairperson to make sure all the locks and doors are secure and checked after every event. If you are not sure how to use locks, make arrangements with the parish secretary a few days before the event to set up a demonstration.
- Screen in the hall must be rolled up after using it.

### **ENTRY DOOR LOCK: to OPEN**

Insert key into lock and turn top of key to the right

While the key is turned, move the bottom of the locking mechanism below to the right

Pull door open, return locking mechanism to center and remove key

### **Entry Door Lock: to CLOSE**

Close door tightly

Insert key and turn top of key to the left until you hear a 'click' sound.

**IMPORTANT:** Test the bottom of the locking mechanism to make sure it does not move to the right.

Try opening the door again while moving the mechanism. If the door does not open, it is secure

## **CLEAN-UP**

### 9. Decorations:

- Remove any decorations completely at the end of an event. Do not store in the hall; take all items with you the same day.
- Only paper masking tape may be used to attach any decorations to any surface. No duct tape, clear tape or other adhesives may be used on floors, walls, doors, or windows.
- Please make sure all tape is removed after your event is over.

### 10. Tables

- Clean and put away all tables. **At least TWO people are needed to move chair and table racks.** See diagram in the storage area.

### 11. Chairs:

- Put away all folding chairs on the chair racks. See diagram in the storage area.

### 12. Trash:

- Pick up all trash and place in gray trash containers found outside Hall on east side.
- These containers must be lined with the correct-size trash plastic liner.
- Replacement bags for the trash containers can be found in the janitor's closet.
- Place filled trash bags in the large blue bins located by the school fence (east side of Hall). If the bins are **full**, leave tied trash bags beside the trash bins.

### 13. Floors:

- Sweep all floors (main floor area, entry hall, and both restrooms).
- Wet-mop all spills and food serving areas (coffee, punch, and beverages, etc.)
- Mops, brooms, buckets, sink, available in the janitor's closet.

### 14. Restrooms:

- Check all restrooms to turn off lights and remove trash from the floor and sinks.
- Make sure all toilets are flushed.

- Sweep and wet mop floors.
- Immediately report any leaks, overflows, or full trash bins on the Hall Report.

**15. Security:**

- Turn off all inside lights, including restrooms and exit lights.
- Close and securely lock all doors.
- Ascertain that front double doors are securely locked (see no. 8).

**16. Hall Report:**

- The provided form must be completed and turned in with keys to the rectory office.
- Report the amount of remaining paper products/trash liners, any problems, items missing, accidents, or breakage. You are responsible.

**17. Speakers:**

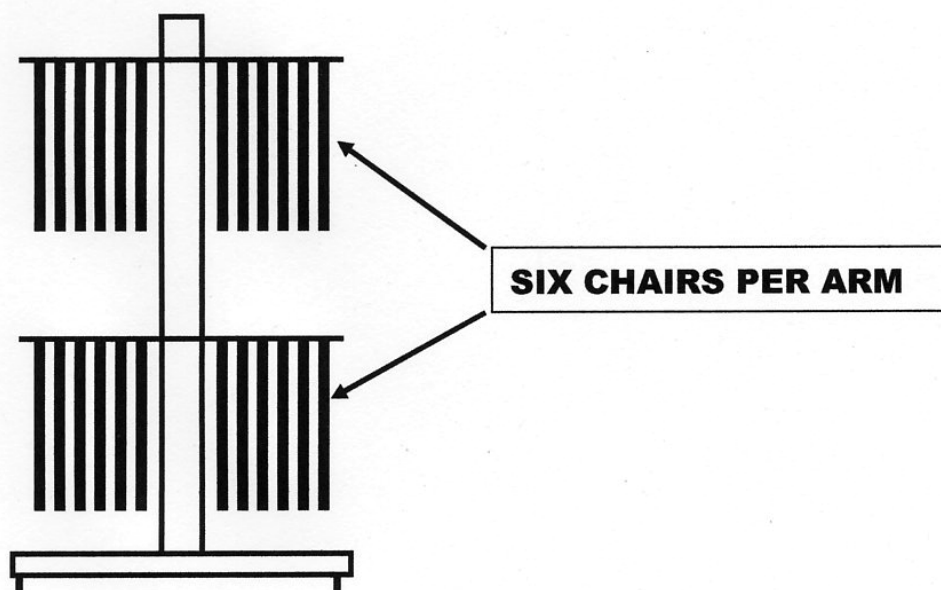
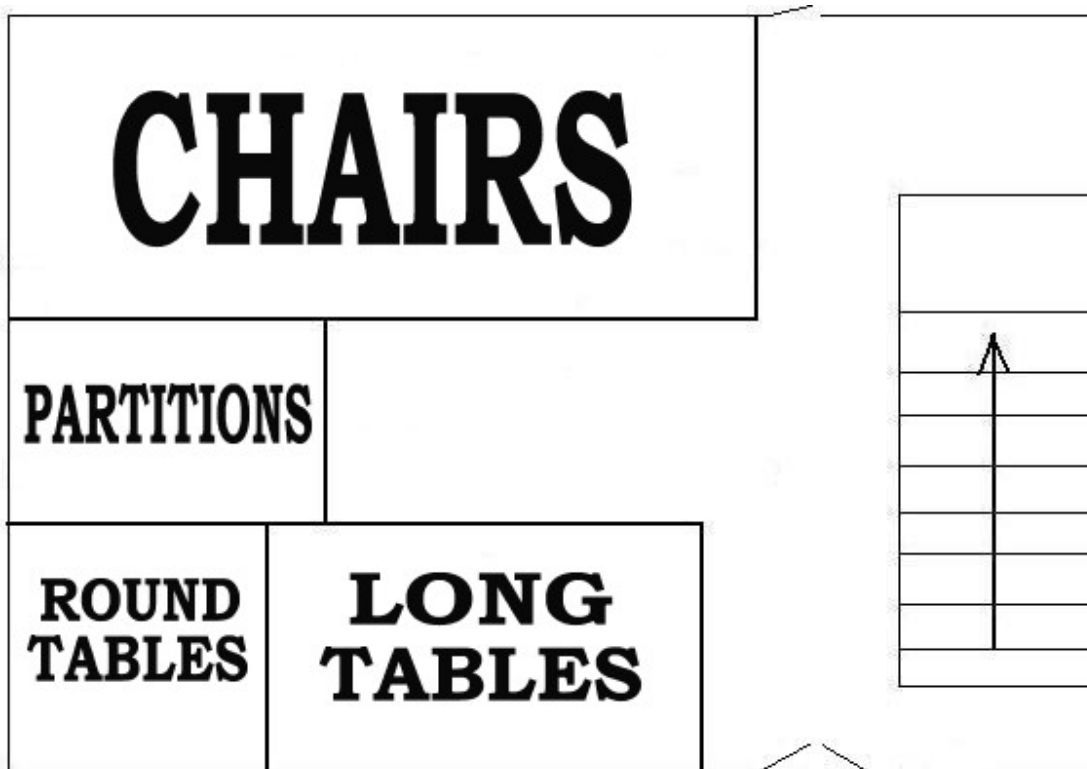
- All speakers for any group must have prior approval of pastor. Speakers from outside the Diocese of Orange must have approval from the Diocese of Orange. Requirements for speakers are available in the parish office.

*It shall be presumed that all persons /organizations using the kitchen have read and understand the above regulations. Regulations are subject to change. Any corrections will be distributed through the parish rectory.*

*NOTE.- if you are using the kitchen, please see the separate information sheet posted in the kitchen. Use of the Hall does not necessarily mean use of the kitchen. Separate reservations need to be made for the use of the kitchen.*

# HALL CHAIR ROOM

The chair room contains chairs, tables and partitions. Each set of items has a specific area for storage as shown below.



# St. Polycarp Catholic Parish

## Rules for Kitchen Use 2010

### 1. Reservations:

- No person(s) or group may use the kitchen without the approval of the pastor.
- Reservations are to be made through the pastor or Ronald Knowles.
- Reservation forms must be submitted at least four weeks before the event.

### 2. Fees:

- There is a fee of \$50.00 for gas and electricity expenses, charged to all organizations and ministries in regard to use of the kitchen and its equipment, as well as a deposit of \$200.00. Only the deposit will be returned couple of days after the event if there is no need to pay for an extra pick up from the trash company. Check with the parish secretary at least one week prior to your event date in order to pay these fees. Note: Fees must be paid in advance in order to check out keys. A reservation date alone will not necessarily allow you to pick up keys for the event.

### 3. Keys:

- All keys are to be picked up by **Group Leader** and signed for at the rectory between the hours of 9:00 a.m. to 8:00 p.m. (Monday through Friday) and 9:00 a.m. to 8:00 p.m. (Saturday and Sunday).
- Be sure to obtain all necessary keys at the same time; i.e., Hall doors, kitchen and pantry, refrigerator and freezer, janitor's closet.
- All keys are to be returned to the rectory front desk as soon as the event is over. If it is after 8:00 p.m. please place keys in the rectory mailbox. **(DO NOT KEEP KEYS OVERNIGHT)**.

### 4. Equipment/Supplies

- Anyone using equipment must receive instructions on operation from a knowledgeable member of the organization sponsoring the event. If further training is needed, arrangements must be made with the parish secretary prior to the day of the event.
- Equipment supplied in the kitchen should never be removed from the premises. Remember: all the organizations in the parish use this equipment and it should be available to everyone when needed.
- Do not take coffee pots, etc. out of the hall or kitchen. They are for use in the hall and St. Lawrence meeting room only (not the Education Complex classrooms or Pavilion).
- If the kitchen is to be used for youth events or when children are present (anyone under 18), two responsible adults must be present in the kitchen at all times.
- Return all items over the stove and sink and on shelves to their proper place.

### 5. Food storage (refrigerator, freezer and pantry closet)

- No one is to use Bingo's supplies stored in the kitchen area or pantry, including paper products, food supplies, and freezer/refrigerated good, sodas, etc.
- Furnish your own coffee, tea, napkins, sugar, cream and cups/paper products needed.
- No food is to be left in the kitchen area, refrigerators or freezers. Any foods/supplies left behind will either be given to the St. Vincent de Paul, if appropriate, or thrown away.

### 6. Smoking

**This is a non-smoking building**

### CLEAN-UP

### 7. Supplies and Equipment

- Any equipment used should be cleaned and dried if necessary and returned to the proper storage place.
- Check coffee urns that they are cleaned, turned off, and no water is in the tube.
- Check stove; see that ovens are turned off.
- Check refrigerator and freezer to see that they are empty Wipe up all spills.
- Check warming drawers to see that they are empty and turned off.
- Check dishwasher to see that it is empty and clean.
- Wipe down all counters, stove tops, and sinks. Anything spilled must be wiped up.
- If the facility was found dirty, or not cleaned properly, there will be a charge of \$100.00 for clean up.

#### **8. Trash:**

- Pick up all trash and place in gray trash containers found outside Hall on east side.
- These containers must be lined with the correct-size trash plastic liner.
- Replacement bags for the trash containers can be found in the janitor's closet.
- Notice: Only liquid waste can be drained down the kitchen sinks -- there is no garbage disposal, so all solid waste and food leftovers must be placed in plastic garbage bags/liners.
- Place filled trash bags in the large blue bins located by the school fence (east side of Hall). If the bins are full, leave tied trash bags beside the trash bins.
- Empty trash. Do not leave it in the kitchen. Replacement bags for the trash containers are in the janitor's closet. Place trash bags in the large trash bin by the school.

#### **9. Floors:**

- Sweep all floors (main floor area, entry hall, and both restrooms).
- Wet-mop all spills and food serving areas (coffee, punch, and beverages, etc.).
- Mops, brooms, buckets, sink, available in the janitor's closet.
- Do not sweep debris out the door -- all dirt must be put in the proper garbage bags.

#### **10. Restrooms:**

- Check all restrooms to turn off lights and remove trash from the floor and sinks.
- Make sure all toilets are flushed.
- Sweep and wet mop floors.
- Immediately report any leaks, overflows, or full trash bins on the Hall Report.

#### **11. Security:**

- Turn off all inside lights, including restrooms and exit lights.
- Close and securely lock all doors.
- Ascertain that front double doors are securely locked (see no. 8).

#### **12. Kitchen Report:**

- The provided form must be completed and turned in with keys to the rectory office.
- Report the amount of remaining paper products/trash liners, any problems, items missing, accidents, or breakage. You are responsible.

*Report any problems such as equipment not working, accidents, or breakage on the Report form when the keys are returned*

**It shall be presumed that all person/organizations-using kitchen have read and understand the above regulations. Regulations are subject to change. Any corrections will be distributed through the parish rectory.**

# *St. Polycarp Catholic Parish*

## Rules for School Facilities Use 2010

### 1. Reservations

- No person(s) or group may use any schoolroom without the approval of the pastor. Reservations are to be made through the parish secretary, Monday through Friday - 9:00 a.m. to 5:00 p.m. only. Fee for use by parish groups and ministries is \$20.00
- **Parish campus closes at 9:00 pm. Groups must leave the parish campus by 9:00 pm unless prior approval has been given.**
- Reservation forms must be submitted at least four weeks before the event.

### 2. Keys

- All keys are to be picked up by **Group Leader** and signed for at the rectory.
- Be sure to obtain all necessary keys at the same time.
- All keys are to be returned to the rectory front desk as soon as the event is over. If it is after 8:00 p.m. please place keys in the rectory mailbox. **(DO NOT KEEP KEYS OVERNIGHT).**

### 3. Children

- Anyone under 18 must be supervised by adults at all times.

### 4. Speakers:

- All speakers for any group must have prior approval of pastor. Speakers from outside the Diocese of Orange must have approval from the Diocese of Orange. Requirements for speakers are available in the parish office.

### 5. Heater

- Do not attempt to adjust thermostats. They are already preset seasonally.

### 6 Windows

- Close all windows and mini-blinds. Make sure all windows are in locked position.

### 7. Smoking & Candles

- **This is a non-smoking building. No lighted candles** are permitted in any facility.

### 8. Tables

- Clean and place tables in designated places. See diagram of table arrangement located in each room.

### 9. Chairs

- Return chairs to their original placement.

### 10. Trash

- Pick up all trash and place in containers.

### 11. Restrooms

- Check all restrooms to turn off lights and remove trash from the floor and sinks.
- Make sure all toilets are flushed.

### 12. Facility Report

- Turn report into the rectory with the keys.
- Turn off lights and lock all doors.

**Failure to observe these rules will result in loss of privilege to use the School Facilities**