

Guidelines for Use of Parish Facilities

Security

1. Church

- alarmed against intruders
- only authorized users have codes
- church is alarmed each day around 3:00 p.m. when no evening activity is scheduled.
- person responsible for an evening activity in the church is

responsible for arranging to have the church alarmed at the conclusion of the event. If the church has not been alarmed by 11:00 p.m., Sonitrol will call the rectory to alert the priests.

2. School Fire System

- alarmed for fire
- sensors for gas leaks
- a plastic dome-like cover is attached to each unit. Should the

plastic dome be removed a mild beeping sound will begin. Do not mistake that with the alarm. That is a warning to screen acts of tampering. If there is a fire, pulling the lever under the cover is still necessary to properly report the fire.

3. School Security Doors

- double doors installed in alcove by the principal's office.
- when school is in session, access to the building is limited to these doors. All visitors must register and wear a visitor's badge.
- these doors are not activated during evening activity.

General Management Notes

4. Keys

- Keys and room schedules are managed from the parish office.
- Person responsible for a meeting held in the school must stop by the office to get a key preferably on the day of the meeting.
- All keys are to be returned to the office immediately following the meeting. A drop slot is located in the front door for ease of returning keys to the office.

5. Entrance to the Building

-Unfortunately we have no easy advice for you on this question because we have so many doors. Those familiar with the building will know the entrance door closest to your meeting location. Many will not. Meeting leaders need to anticipate this question and address it in your meeting notice. Generally more than one meeting is taking place so many doors may be open.

Please help secure the building by:

- turning off lights after your meeting
- locking all room doors and windows
- lock any exterior doors you may have opened
- remember to drop your key back at the office

**PARISH KITCHEN
Guidelines for Use**

The parish kitchen is located in the school hall/gym area. The kitchen is available to all group and organization functions within St. Joseph's Parish. Use of the kitchen is scheduled through the parish office. (766-9433)

Orientation for use of the kitchen is the responsibility of the parish kitchen coordinator, Suzan Moran. Ask in the parish office if you need assistance in contacting Suzan.

In general, remember as familiar as you may be with the parish kitchen, not everybody will share that familiarity. For that reason, issue of safety and cleanliness should always be on the minds of those leading an activity on behalf of the parish community.

Refrigerators

Every group will want access to the available refrigeration when serving food. Coordination is therefore essential, because the school uses the refrigerators as well. 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. Items may be stored for a maximum of one month after which it will be discarded. If we are in doubt about an unmarked item, for safety reasons we will simply discard.

Freezers

The freezer in the supply room may be used for storage. The freezers in the kitchen are for school use and parish care ministry only. All marked and dated items can be stored for a maximum of three months. Unmarked items will be discarded immediately as with the refrigerator for reasons of health and safety. Before storing large quantities please clear that with the kitchen coordinator since others do use the freezer.

General Storage

The room next to the kitchen can also be used for general storage. Please do not leave loose items lying around. 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 month will be entered into St. Joseph's inventory, donated to a needy group or discarded. Please claim your personal items.

Cleanliness

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;
- Empty all garbage in the large dumpster located behind the school;
- 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.

Cleaning supplies such as Windex, soap pads, rubber gloves or sponges are always welcome needs if your group wishes to leave those behind. Never use dishtowels lest we bear the wrath of the health department. Paper towels are provided.

Safety of Children

When stoves and ovens are in use small children should not be in the kitchen area. This is doubly true when there is a great deal of activity and business in the area. Parents and heads of organizations are responsible for enforcement so please understand when it is your child. Nothing personal intended.

Doorways/Hallways

Please keep doorways or hallways next to the kitchen open. Blocked hallways pose not only a fire hazard but also a safety hazard for those entering or exiting with hot or heavy items.

Thank you so much for your cooperation. Rules like this sound punitive, but they are intended for safety and consideration of others. So many times volunteers shy away from anything involving the kitchen because of the condition it has been left in by the previous user. We do not charge fees and we cannot possibly employ enough custodial care for all our events.