

INCARNATION PARISH POLICIES FOR USE OF THE PARISH CENTER

Because we want our Parish Center to provide an attractive meeting space for our parish community for years to come, the following Guidelines are issued for the use of this facility. Each contact person/group can then be aware of our expectations. *Please note that the Parish Center rooms turnover several times during the day, so it is extremely important that these Guidelines be followed by everyone.* **FAILURE TO COMPLY WITH THESE POLICIES MAY PROHIBIT YOUR GROUP FROM FUTURE USE OF THIS FACILITY.**

WHO MUST COMPLY WITH THESE GUIDELINES?

School sponsored activities and programs that reserve meeting rooms, chapel or gym.
Parish sponsored activities and programs that reserve meeting rooms, chapel or gym.
All boy scout, cub scout, girl scout and sea scout organizations who meet in the specific rooms.
All Destination Imagination groups that reserve rooms in the parish center.
Outside organizations that reserve space in the parish center such as prayer groups, organizations and committees that meet Archdiocesan policies for use of parish facilities.

CONTACT POINTS FOR SCHEDULING

(ROOMS) Tiffany VonClausburg
433-1188 or intercom 200 or tiffany.vonclausburg@incarnation.catholic.org
(GYM) Joe Brittelli
604-4298 or joseph.brittelli@incarnation.catholic.org

You are required to submit the attached PC reservation and sound request forms to the above individuals to reserve a specific room. An email is sufficient to secure the reservation but **MUST** be followed up with completed forms. These forms can also be downloaded by going to the Parish tab on the Incarnation website and clicking on Parish Center Guidelines.

BUIDLING USE

Parish Center meeting rooms are scheduled through Tiffany VonClausburg; gym is scheduled through Joe Brittelli. Once a reservation has been confirmed, please contact them in the event you need to cancel or modify your reservation. It is strongly encouraged that activities, such as Shrove Tuesday and St. Nick Celebration, etc., be held in the multi-purpose room of the school, schedule permitting, to expedite clean-up and avoid carpet staining. Please contact Tammy Merriweather at 433-1051 or intercom 132 should you need to discuss reserving the multi-purpose room. . **NOTE:** Under no circumstances is the lobby to be used for athletic activities. Also there is to be no bouncing of balls in the lobby as such action disturbs meeting taking place in the rooms and can lead to breakage of lights.

CHAPEL

The Chapel is to be used for religious services only. Speakers or meetings should be related to spiritual activities (i.e. Cursillo, religious awards, commission prayer services, prayer groups, etc.)

ROOM SET UP

Please honor the room configuration that you enter. If you need to move the tables and chairs, please return the room to the configuration that you found. If your group is planning on some sort of craft, please cover the tables with the sheeting material that is on a roll stored in the kitchen; discard covering when meeting is over. **Under no circumstances will glitter and permanent-ink markers be permitted.** Only clear-colored drinks/punch will be permitted. The following items **are not** permitted for child-centered activities:

- Color-frosted cookies, brownies, cupcakes, and cakes
- Cotton candy
- Popcorn

CLEAN UP

If your group makes a mess on the tables, chairs or floor, please clean them up for the next group; **tables must be wiped, the floor vacuumed and trash taken to the kitchen.** Vacuums are located in the closet next to the men's bathroom and cleaning supplies are stored in the kitchen. If you use any containers (airpots, pitchers, bowls) or utensils from the kitchen, please clean/rinse/dry them and put them where you found them. If you make coffee please discard the grounds, rinse the coffee pots and turn off the warmer. Place trash in the large receptacles in the kitchen. Replacement liners are on the counter next to the dishwasher.

GYM

Gym use is scheduled through Joe Brittelli. **Under no circumstances will tape of any kind be used on the floor for marking purposes.** If your group wants to clean up after an event, the following specifications must be followed:

- Trash containers must be emptied and trash taken to the dumpster behind the school;
- Tarps must be swept and mopped (if needed), aired dried, folded and placed on portable cart before placing in storage room;
- Tables are to be returned to the parish center rooms and set up according to the diagram mounted on each room door. Room chairs are to be replaced around the tables;
- Mass chairs that are used must be stacked on carts and returned to the storage room;
- Parish center lobby and wings must be vacuumed;
- Bathrooms must be cleaned and trash taken to the dumpster;
- All lights turned off and the doors locked.

If your group does not want to perform these duties, you may contact Joe Brittelli and arrange to pay for this service or you may arrange for your own clean up but ***the above specifications must be followed.***

KITCHEN

If your group uses the walk-in cooler in the kitchen, please remove all food items after your event.

LOCKER ROOMS

Locker rooms are only available for gym teacher use during the school day. They will not be opened for evening or weekend activities.

Updated: July 13, 2012