

## Using Parish Facilities:

### Responsibilities of Ministry Leaders and Chairpersons of Events

All parish, school and social events enhance the life and vitality of the parish. These events are meant to be enjoyed, and are a means of bringing people together in a deeper experience of community.

Since the parish facilities belong to all the parishioners, each chairperson/ministry leader is fully responsible for the proper use and care of these facilities.

Your cooperation is essential and very much appreciated. Please review the following guidelines concerning the use of our parish facilities. If you have any questions, please do not hesitate to contact the Rectory office for further assistance.

#### 1. Reserving Space

Throughout the year, the calendar is accessible to view online on our parish website. If there is a need to make any changes to the dates submitted, please contact Jane Daly at [jdaly@saint-peter.org](mailto:jdaly@saint-peter.org). If the change is made less than a week from the scheduled date; please call Jane at the rectory at 201-261-3366, Monday through Thursday from 10am-2pm. If the change is made Friday, Saturday or Sunday and it requires immediate notification for an event/meeting, please be considerate and call the rectory ASAP and the receptionist will get in touch with Mike Hroncich immediately. This will avoid any unnecessary set-up by Mike. If for some reason you cannot reach anyone at the rectory Mike can be reached on his cell at 201-421-7173. But please only use this option if it is absolutely necessary, as this is Mike's private cell phone and we want to try and avoid overwhelming him with phone calls. Also if there are any specific needs for the set-up of the Parish Center or the Gym, please notify Mike ahead of time by email at [kammhron@yahoo.com](mailto:kammhron@yahoo.com).

Failure to notify the rectory or Mike of a meeting cancelation will result in the loss of privileges for using the parish facilities until further notice. Please read the enclosed policy for further information.

#### 2. Keys

Keys are to be signed out at the rectory and returned to the rectory. Please take note of the office hours listed on the parish website so that you can obtain the keys you need, particularly on the weekend. In the event the rectory is closed when the event is concluded, please place the keys in the slot in the front door of the rectory.

### 3. Set-up

The meeting rooms in the rectory and the parish center are generally set up with tables and chairs suitable for group or committee meetings. If you have special needs, please contact Mike Hroncich to discuss those needs with him. His office number is 201-261-9226. Or he can be reached at the email listed above.

### 4. Clean-up

Groups using the facilities must clean up after their event. We recycle, so please remind members to use appropriate bins as marked. Empty garbage pails of non-recyclable garbage, seal the bags, and place in the dumpster outside, if weather permits. Otherwise, leave bags near an outside door for the maintenance men to take out. Put new bags in garbage cans. Always empty the garbage can after your event, particularly if any food was used. Please place recyclables in containers behind the Senior Residence. If you used the Parish Center or Gym with a large group and chairs/tables were set up, please take them down before you leave. Smaller arrangements of chairs and tables may be left as is. A vacuum cleaner is kept in the Parish Center closet. Please use it to clean the carpet as necessary. Please do not store any leftover items in the refrigerator after your event; take them with you.

### 5. Lights

All lights (rooms, hallways, stair wells, restrooms) must be turned off before leaving the facility. The last group leaving the rectory or gym please turn off all lights. The last group to leave the Parish Center please turn off all lights in the Parish Center and in the Gathering Space and portico, leaving on **only** the light over the Risen Christ.

### 6. Doors

While events are in progress in the Parish Center, the main doors should be kept unlocked by using the Allen wrench. The Allen Wrench is also used to keep unlocked the outside door to the gym staircase. Do not prop open outside doors in any part of the building. Remember to re-lock all outside doors by using the Allen wrench when closing up after an event. If you have used rooms in the school, room doors must be locked and hall gates must be pulled and locked. The last group to leave the Parish Center locks the main doors in the Gathering Space. Please be aware of whether you are indeed the last group in the Church so that you do not leave the doors unlocked.

7. Heating and air conditioning in the Parish Center

There are four thermostats, each controlling a quarter of the room. Mike Hroncich has programmed these thermostats during the year and there should be no problems with the heat/air conditioning provided. If you should have any problems with the temperature, please notify Mike and he will make the adjustment going forward.

8. Using the Gym

Please familiarize yourself with the gym facilities and utilities. The light panel is located in the back of the stage. Please do not attempt to use the light switches that are covered or locked. They are meant to be left that way. If you need to use the gym's microphone system, please contact Mike Hroncich ahead of time and he will provide the set-up. The Gym Key ring contains all the keys you will need for the use of the gym for athletic or other activities. When turning off the lights, please check the restrooms and the light over the elevator entrance. Please remember to lock all entrances to the Gym, including the Elevator Door.

9. Supervision of Minors

Adults responsible for an event in which minors are present are to maintain discipline and provide supervision. PLEASE do not let children behind the curtains on the stage. There is equipment that can be damaged or in fact injure a child if left unsupervised. You will be responsible and lose the privilege of using the Gym if there are reports of children left unsupervised. Children and teenagers are to remain inside the building until the end of the event, unless supervised outside in designated areas.

10. Use of the Cafeteria Kitchen and Parish Center Kitchenette

Please leave these areas as neat and clean as you would expect your own kitchen to be. Do not leave perishable food or drink in the refrigerator. No one else is going to use it unless you have made prior arrangements, e.g., with a group you know will be meeting there the next day. If you used it, please clean it. If you brought it, please take it home. The parish provides coffee, tea, coffee pots, paper goods (cups, napkins, plates) and basics (sugar, stirrers, etc.) which are stocked in the kitchenette, the cafeteria pantry, and the Casazza Center closet. Please remember to take with you any milk/cream that you have provided.