

## Facility Use Sign Up

Before clicking on the link to the Facility Use Form, please read the following which covers the Clean Up, Set Up for Mass and other information needed in order to request the use of the Parish Center or the Parish Office Conference Room. Once you fill out the form, sign it and submit it, the office will get back to confirm if the date or dates are available, although, you can always check ahead with the office if dates you would like to reserve are available.

**Request for Facility Use should be SUBMITTED 30 days or earlier prior to event.**

Link: [Facility Use Request Form](#)

<b><u>Clean Up</u></b>							
	<b>Back and Side Area</b>						
<b>Tables</b>	are to be wiped down after any and all use are to be folded then stacked <b>12</b> to a cart and rolled back into its space						
<b>Chairs</b>	are stacked <b>6</b> high (easy for anyone to handle)						
<b>Floors</b>	are to be swept down and then mopped (PC and Kitchen (if used))						
<b>Trash Bins</b>	remove trash liners from all trash bins including restroom trash bins after event and take outside to dumpster reline all trash bins and put back in designated areas						
<b>Side Area (front door to hallway)</b>							
	All of the above to be done first followed by						
<b>Carts, Tables, Chairs</b>							
	Are to be placed back into their proper places Any items removed need to be placed back in their proper place Take a picture with your cell if you need help to put it back correctly						
<b>Accordion Wall</b>							
	Put up on Sacristy covering the Tabernacle before Event begins to be taken down after the back area is reset for Mass, folded and put away in Storeroom, slide into space left of brown cabinet						
<b>Other Items: Microphone, music stands, decorations, etc.</b>							
	Should be put back in their proper places and/or put away where they belong All decorations should be removed						
<b>If you are not sure - ASK.</b>							

## Set Up for Mass

### Back Area

**Tables** are to be on their carts and rolled back into their designated area

**Chairs** First Row of each side of middle aisle  
**see pictures attached** 10 chairs ganged together  
 Next 4 Rows of each side of middle aisle  
 15 chairs ganged together

**PINK Chairs** 8 rows of four **pink chairs**  
**see pictures attached** start from cement line of floor  
 space accordingly front to back  
 remaining **ONLY PINK chairs** are to be lined along the North backside wall under the windows

### **NO CHAIRS AGAINST CENTER BACK WALL**

**Wall Dividers**  
 All wall panels should be stored back in the closet  
 Room Divider wall panels should be pushed back to its place, and wedges placed to hold walls in place

### The following will need to be done before exiting the facility:

- Please be sure to dispose of all the trash and place it into the outside dumpster. This includes the restrooms.
- Wipe off tables, chairs, walls, appliances etc.... If food/drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.
- Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
- If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
- Make sure sink is cleaned/degreased after the washing of dishes.
- Drains/Traps are cleaned.
- Floors need be sept and mopped after each event.
- Take all rags with you when you leave the facility. Wash and return.
- Report any damage to equipment or property promptly to the office.
- Remove any items put up on the walls or set out in connection with your event.
- Set Up for Mass has been done according to instructions provided.
- If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up. (Set the alarm if you are the last person leaving.)

### CHAIR SET UP FOR MASS

#### SOUTH SIDE OF BACK AREA



5 ROWS  
 FRONT ROW - 10 CHAIRS - to be spaced as shown above.  
**Front Row for Easy Access: Wheelchairs/Walkers/Baby Strollers, etc.**  
 ROWS 2-5 - GANG 15 CHAIRS  
 DO SAME FOR NORTH SIDE SET UP  
**PINK CHAIRS** - SEE BELOW FOR SET UP

#### SIDE VIEW OF BACK AREA TO PINK CHAIRS



ROWS 2 - 5 SHOULD LINE UP WITH THE BACK ROW OF THE FRONT SECTION

**THERE SHOULD BE NO CHAIRS AGAINST THE MIDDLE BACK WALL AND ONLY PINK CHAIRS ON THE NORTH BACK WALL**

### **PINK CHAIRS** AGAINST NORTH SIDE WALL AND BACK WALL AREA

**8 ROWS** AS PICTURED BELOW

**4 CHAIRS PER ROW** AS PICTURED BELOW



### ONLY NORTH SIDE BACK WALL REMAINING **PINK CHAIRS**



**All chairs are accounted for if you are following the instructions and pictures above. Each chair has its place, put it back where it belongs, NO DEVIATION.**