



## St. Andrew the Apostle Roman Catholic Church

### **Guidelines for Facility Use**

St. Andrew parish welcomes you! Our facilities are made possible through the generosity of our parishioners. Literally thousands of people visit our parish campus each month. Therefore, we expect that anyone who uses our facilities will respect our parish community by taking responsibility for ensuring the space is left in proper condition for others.

Below is a facilities checklist. Please contact the Facilities Coordinator, Lucille Wargo, at 919-362-0414 ext 114 for additional information.

- Always return the tables and chairs to their original configuration and turn the lights off when leaving the room. If you need tables or chairs from other rooms, please put them back when you are done. (Note: you must also reserve the room that you are taking chairs/tables from since no one will be able to use the empty room). Take a picture with your cell phone of the room layout before anything is moved to make clean-up easier.
- Use only the room(s) you have reserved. A listing is available on the church calendar (available on the website).
- Food and beverage can only be served in the Fellowship Hall and kitchen/kitchenette.
- If you plan to use the kitchen facility during your event, you must request it when making your Room Reservations.
- Clean up any trash or mess you have created. When trash cans contain food items or are more than half full, all trash shall be gathered and taken directly to the appropriate dumpster, and fresh trash bags placed in trash cans (new bags are in a drawer below the main counter).
- All surfaces used by your ministry/organization must be wiped down and left clean. Cleaning supplies are available on all counters in the kitchen. More can be found in the maintenance closet across the hall (behind the kitchen).
- Floors must be clean when you leave. Do not leave debris, especially food. Vacuums are available in the maintenance closet across the hall (behind the kitchen).
- Children under age 16 must be supervised at all times, including while on the grounds. Please do not allow them to play in hallways. An adult must check bathrooms after any child event/meeting. Straighten up if needed.
- DO NOT attempt to change or adjust the room thermostats, they are programmed for energy efficiency.

- DO NOT unlock or open windows.
- No toxic paints or chemicals in the rooms at any time. Check with the Facilities Coordinator if you have questions regarding what can be used.
- No open flames or heaters.
- There are restrictions on decorations. Contact the Facilities Coordinator for more information.

### **Failure to Meet Guidelines**

Fines may be imposed if these guidelines are not met. If the area is not up to the standards, one of three termination warnings will be issued. Upon receiving three warnings, use of St. Andrew facilities will be suspended.

If an area is found dirty prior to your group or ministry's use, please complete the form provided.

### **Guidelines For Kitchen/Kitchenette Areas**

- Those who bring food and beverages for an event or function need to remove all food and beverages from the kitchen, refrigerator and freezer when the event is over.
- Any dishes, serving pieces, utensils, and beverage containers provided by the church must be thoroughly washed, dried and put away.
- Sink(s) used by your ministry/organization shall be thoroughly cleaned and rinsed out. Dirty dishes are not to be left in the sink. The sink and drain shall be left free of dishes or debris.
- Serving pieces, dishes or other personal items brought in shall be taken with those who brought them. Any items left here after three (3) days are considered to be donations and will be donated.
- Anyone using a microwave will inspect it after each use to be sure it is left clean, wiped free of any food spills or splatter.

### **General Supplies Available for Ministries**

In order to be more effective stewards of space and resources, we will have some general supplies available for use by most groups and ministries here at St. Andrew. The following items may be found in Dry Storage (back part of the kitchen):

- napkins
- plates
- plastic silverware
- beverage cups
- coffee cups
- coffee, tea bags, creamer, sugar & stir sticks

Utensils, trash bags, pots, pans and other cooking items can be found in the drawers and cabinets beneath the main counter (facing the Fellowship Hall). Some supplies will be maintained in the CARE Center specifically for groups that meet there.

When your meeting concludes, please put all clean, unused supplies back where you found them for the next group or ministry. Any leftover food or beverages must be taken with you when you leave.

## **Wireless Policy for St. Andrew the Apostle Catholic Church, Apex, NC**

This policy governs wireless access within St. Andrew's campus. The purpose of this policy is to ensure the security, reliability and acceptable utilization of our wireless network.

A wireless network is available on St. Andrew's campus. The password for accessing the wireless network will be made available on an "as needed" basis to staff and parishioners. After being given access to the wireless network, the staff and parishioners may use it to access the internet.

Use of St. Andrew's wireless network to access the internet requires compliance with St. Andrew's "Acceptable Use of the Internet" guidelines found below. Violation of these guidelines will result in loss of wireless network privileges.

### **Access to the Wireless Network**

- Access to St. Andrew's wireless network is considered on a case-by-case basis and is limited to staff, parishioners and invited guests.
- Access to the wireless network is approved by the Parish Administrator or Communications Director.
- Once approved for access, a user will be given the password to access the wireless network. This password will be changed on a regular basis and users must re-request the password once it has been changed.
- St. Andrew's cannot guarantee the security of any system accessing the network, or confidentiality of any information transmitted across the network. Individuals assume full responsibility for their actions.

### **Acceptable Use of the Internet**

- By connecting to St. Andrew's wireless network, you agree to the terms of use addressed in this policy.
- The wireless network provides shared bandwidth for the campus so users are asked to be considerate of other users and refrain from running high bandwidth applications and operations such as downloading large music files and video from the internet.

- Eavesdropping, “sniffing” or otherwise monitoring of any wireless network communication is illegal and a violation of this policy.
- All computers connected to the wireless network must be running anti-virus software with the latest virus updates.
- While using the wireless network, staff and parishioners should conduct themselves in a responsible, ethical, and polite manner while using the Internet.
- All use of the Internet through the wireless network must be in support of the work of the parish.
- Any use of the Internet through the wireless network for illegal purposes, or in support of illegal activities, is prohibited.
- Any use of the Internet through the wireless network to communicate threatening, abusive, sexually oriented/explicit or obscene language or material is prohibited.



**St. Andrew the Apostle Roman Catholic Church**

## Facilities Problem Report

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Your Information

Name \_\_\_\_\_

Ministry \_\_\_\_\_

Email or Phone \_\_\_\_\_

### Complaint Details

Room/Area of Problem (Please be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For additional space, please use reverse side

Please submit to the parish Facilities Coordinator.

Office Use Only:

Date Received: \_\_\_\_\_ Email Website Office Phone

Action taken: \_\_\_\_\_