



St. Andrew the Apostle

ROMAN CATHOLIC CHURCH

Love God, Serve Neighbor, Nurture Disciples

Guidelines for Facility Use (rev. 11/19)

Welcome! Our facilities are made possible through the generosity of our parishioners; 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 list of dos and don'ts for use of our parish home. Please contact the parish secretary or parish administrator at 919-362-0414 for additional information.

General use:

- All events must end at 9:00 p.m. and be cleaned up and vacated by 9:30 p.m.
- Always return the tables and chairs to their original configuration and turn the lights and fans off when leaving the room.
- Use only the room (s) you have reserved. A listing is available on the church calendar (available online and posted on the board in the parish office).
- Recycling is encouraged – glass, cardboard, acceptable plastic – should be rinsed and removed at the end of your event. **PLASTIC BAGS CANNOT BE RECYCLED.** Receptacles are provided for recyclable materials.
- If trash cans contain food items that are more than half full, gather those bags and take directly to appropriate dumpster. Trash bags need to be replaced in trash cans.
- All surfaces used must be wiped down and left clean. Cleaning supplies are provided and kept readily available.
- Floors must be clean when you leave. Vacuums and brooms are available in the maintenance closet directly across the hall from the kitchen.
- Children under age 18 must be supervised at all times, including while on the grounds. An adult must check bathrooms after any child-centered event/meeting. **No one under the age of 18 is permitted to enter the attic space or use the freight elevator without adult supervision.**
- DO NOT attempt to change or adjust the room thermostats, they are programmed for energy efficiency.
- DO NOT unlock or open windows.
- DO NOT use Allen keys on the doors or prop them open.
- No toxic paints or chemicals in the rooms at any time.
- No open flames or heaters.
- No tape on the walls.
- Staff offices and the area behind the reception desk are strictly off-limits unless accompanied by a staff member.
- Turn off lights and/or fans when leaving.

Kitchen/Kitchenette areas:

- If you plan to use the kitchen facility during your event, you must request to schedule it. You will need to be trained on use of the kitchen appliances by Ministry Resources prior to its use.
- For safety reasons, minors are not permitted to operate appliances without adult supervision.



St. Andrew the Apostle

ROMAN CATHOLIC CHURCH

Love God, Serve Neighbor, Nurture Disciples

- Food and beverages brought in for an event must be removed from the kitchen, refrigerator and freezer when event is over. Permission must be attained if space is needed prior to the event for storage. All items must be labeled with name and date of event. Anything left behind will be donated or discarded.
- Any dishes, serving pieces, utensils, and beverage containers provided by the church must be thoroughly washed, dried and put away. Water carafes should be refilled and put back in the refrigerator.
- Sink(s) used by your ministry/organization shall be thoroughly cleaned and dried. The sink and drain shall be left free of dishes and 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.
- 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.
- FACP closet and electrical panel must be accessible at all times; nothing is to be stored within three (3) feet of this area.

General Supplies Available:

- We encourage you to use reusable plates and cups in an effort to reduce the amount of trash generated. These are available and will be shown to you as part of kitchen training provided by Ministry Resources.
- Paper plates, napkins, cups and flatware are available if the above is not practical for your event.
- Coffee, tea bags, creamer, and sugar are available in the kitchen; each group or ministry that uses the consumables will be encouraged to contribute annually for the parish to purchase in bulk and have supplies readily available.
- When your group or ministry meets, please come to the kitchen* to retrieve supplies. They are kept in a clearly marked area. When your meeting concludes, please put all clean, unused supplies back in the storage area for the next group.

**Most of these items will be kept in the church kitchen. Minimal supplies are stored in the CARE Center for the groups that meet there regularly.*

The use of worship spaces (Sacristy, Narthex, Sanctuary, and Chapel) for activities other than parish Masses and staff-led activities must be specifically reviewed for approval by the parish administrator and the pastor. Any outside groups wishing to use these areas for prayer events, seminars, or Masses need to be trained by a staff member or sacristan. If there is a presiding priest and he is not from the Diocese of Raleigh, a letter of suitability is required to be provided.

NO FOOD OR BEVERAGE IS TO BE SERVED IN THE WORSHIP SPACES – THIS INCLUDES THE GATHERING SPACE

If at any time you find the area you are using in unsatisfactory condition or if repairs are needed, please take photos and submit them with details to the administrator at admin@saintandrew.org.

GROUP LEADER SIGNATURE: _____ **DATE:** _____