

RESPONSIBILITIES FOR RESERVING A ROOM

Responsible Party:

All parties who make a reservation for a room in the parish facility must have a contact person who is responsible for making sure the following procedures are followed. Filling out a Room Reservation Form is required. This puts the event on the calendar and includes room set-up and door unlock times if needed. This form must be received by Monday at 7:00 am the week of the event.

Cleaning:

All groups are responsible for the maintenance and cleanliness of the rooms used. Other groups may be using the room shortly after your group is done. Rooms should be returned to the shape that you found them. This includes:

- Washing off tables and chairs with soap and water if needed.
- All counters, work tables and sinks should be cleaned.
- Floors should be swept/vacuumed if needed. Sweepers can be found in the kitchen closet.
- All trash should be taken to the dumpster and new plastic bags inserted in garbage cans.
- If used the coffee urn should be cleaned according to the directions.
- All tablecloths, dish towels, dish cloths, aprons, etc. used in the kitchen are to be laundered and ready for the next event, which could be that day or the next morning. Please check with the office if there are issues.

Room Set-up:

Filling out the room set-up is required for use of the Community Room. This is where you can also note any other needs for the meeting such as microphones, power point projector, etc. Any last minute changes must be received in writing at least three days prior to the event. The configuration of tables and chairs in the room needs to be returned to the way you found it.

Damage Report:

If anything is damaged in the room during your meeting or event, please report it to the Maintenance Department. If you discover something damaged or in need of repair, please report it to the Maintenance Department.

Door Lock Time:

If your event or meeting occurs before or after normal parish hours {8 a.m. – 4:30 p.m., Monday – Friday}, the doors will be unlocked 15 minutes before the start of your meeting or event, and relocked 15 minutes after your meeting/event begins. This is to preserve the security of the building and the safety of your guests. Door unlock/lock times should be noted on the Room Reservation Form.

Doors may NEVER be propped open. If you are waiting for someone who will be late, then someone from your group must wait near the doors to let that person in.

When you are leaving, do not allow anyone into the building that you do not know. Wait until the doors have closed behind you before leaving the area.

Recycling:

Lumen Christi Church is a good steward of our resources. We ask that you take care to recycle what you can. Recycling receptacles for paper, cans or plastic are available throughout the building. Please inform your guests to take care not to place trash in the Recycle containers. Trash will contaminate the whole receptacle.

Special Items:

You are responsible for furnishing all consumable items such as paper plates, cups, napkins, coffee, sugar, table cloths etc. If you are using one of the small classrooms, you must provide your own supplies. I.e.) paper, scissors, tape, glue etc. Use of parish supplies will result in a fee charged to your group.

Before you Leave:

Check to make sure all lights are turned off. Hallways and restrooms are on light sensors so please do not touch those switches but check that no one is in the restroom. If you have used the kitchen area, check that the stoves, ovens, coffee pots have been cleaned and/or turned off. Please walk the building areas that have been used to be sure that you are the last person out and that the doors are secured. Turn off Gathering Area lights when you leave.

Children:

Children must have adult supervision. Please keep your children with you at all times. This is for the safety and security of all involved.

I have read the room reservation requirements and agree to follow the parish policies for room use. I understand that if the room is not returned to its original condition prior to my (our) use, it will jeopardize future requests for room use by our group.

Name

Date

Group using the room
