

St. Dorothy Facilities Use Protocols

Our facilities here at St. Dorothy's are available to our ministries and parishioners to use and enjoy. The following guidelines and policies are created to ensure that the hall is used, maintained and available for all.

- ❖ To request a room visit the Ministry Dashboard stdorothy.org/apps/pages/ministrydashboard
- ❖ Facilities must be left in clean condition with standard layout of furniture and equipment.
- ❖ **No Smoking** anywhere on site, including e-cigarettes.
- ❖ No buffets or tables to be set up blocking windows or doors.
- ❖ The booking of facilities **will include** an added hour before and after requested time for set up and takedown of tables and chairs done by ministry or parishioner(s), unless otherwise discussed with Parish or Facilities Manager.
- ❖ Checklist (*see last page*) must be filled out for **any** and **all** events that are*:
 - o open to the Parish or general public
 - o large events or meetings that **are not** core/committee meetings
 - o meetings requiring special set up
- ❖ Please note: due to limitations of space on our campus, changes to your request may be done at any time. We will try to ensure ample time is given to inform the ministry head to make necessary announcements/arrangements.
 - o **Checklist may not be needed to be filled out if arrangement had been discussed in prior with ministry head and Parish or Facilities Manager*

AVAILABILITY*

Monday – Friday	8:00 AM to 9:00 PM
Saturday	Only upon approval
Sunday	Only upon approval

The facility will be closed the last two weeks of July and the first week of August, for the maintenance and cleaning.

No outside events during Advent or Lent.



DECORATIONS

- ❖ Always leave the space better than you found it.
- ❖ Only blue or green painters tape may be used for posters and decorations. No other type of tape, such as, Scotch, masking or packing tape may be used. All tape must be removed at the end of meeting or event.
 - o No tacks, nails, hooks, putty, or any other fastening devices can be used.
- ❖ Only Flameless candles are allowed, no tea lights or any other flames are allowed.
- ❖ No fog machines.
- ❖ No helium balloons.
- ❖ Other Freestanding decorations encouraged but cannot be affixed in any way.
- ❖ Table top decorations (centerpieces are welcome)
- ❖ No floor coverings
- ❖ Do not remove altar below Crucifix. This is only to be utilized for prayerful environment

ALCOHOL POLICY

The parish discourages alcohol at events, however it will **consider** permission to serve at some events providing the following guidelines are met:

- Procedures for the State of California Alcohol Beverage Control <https://www.abc.ca.gov> are adhered to
- The Ministry or group sponsoring the event shall obtain and pay for the Daily License Application/Authorization, ABC-221(rev. 01-11)
 - o Contact the parish for assistance in completing the form.
- **All alcohol must be kept in a locked area at all times.**

KITCHEN RULES AND REGULATIONS

- ❖ All ministries must receive special instructions for appliances, coffee machine, and kitchen procedures
- ❖ No more than 8 people in kitchen at a time
- ❖ No one under the age of 18 is allowed in the kitchen
- ❖ Hands must be washed before handling food
- ❖ Please **do not** throw food, scraps, or trash down the kitchen sink drain
- ❖ **Do not** cross contaminate when working with raw foods
- ❖ **Do not** place sharp knives in sink
- ❖ Utilities such as wash rags, dish soap, sponge etc. **will not** be provided. Please provide your own utilities for all dishwashing that may need to be done
- ❖ All counters must be cleaned and sanitized
- ❖ Stove and griddle must be cleaned after use
- ❖ Double check that all ovens they are turned off. Pilots remain on
- ❖ Kitchen doors must be pulled closed
- ❖ Do not remove any kitchen equipment
- ❖ Clean all items in kitchen
- ❖ Sweep and mop floor
- ❖ Put everything used, away
- ❖ If you bring something in, **do not** leave it behind
- ❖ Remove all items from the fridge and freezer
- ❖ Please do not use items in the refrigerator or freezer that does not belong to you
- ❖ Leave kitchen better than you found it

St. Dorothy's ADB / Hall and Kitchen Checklist

Please complete the checklist as you get ready to leave the requested facility and/or kitchen. This is to ensure that you have addressed all items when you are done using the facilities.

Ministry _____

Event Date _____

Ministry Rep. _____

Phone _____

- ☐ Sweep and mop any spills on floor (use only clear, hot water on floors)
- ☐ Remove all trash from all trash cans, place in dumpster. Replace liners in trash cans
- ☐ Restrooms should be "picked up"
- ☐ Sweep and mop kitchen floor, green mop stays in kitchen
- ☐ Make sure any item(s) brought into the hall or kitchen are removed
- ☐ Clean and sanitize all counters, sinks, pots & pans and equipment
- ☐ Stove and griddle must be cleaned
- ☐ Ensure that all ovens, fans, and coffee machines are turned off
- ☐ Refrigerators and freezers must be emptied and cleaned
- ☐ Shut down Audio Visual System
- ☐ Turn off all lights / AC
- ☐ Close and lock all doors

Signature _____ Departure Time _____

Return this completed form with keys to the parish office.

