

Mary, Queen of Peace Parish

Facility Calendar Process and Room Use Guidelines for Parish Groups

Each spring the Parish Facility Calendar is set for the upcoming fiscal year (July 1 – June 30) by a **priority level of scheduling basis**; with no one group being permitted to reserve more than 75% of the facility at the establishment of the annual parish facility calendar. Refer to appendix A for Priority Level of Scheduling. Generally **the size of the group will determine the facility space assigned; and for safety & energy conservation reasons, groups meeting on the same night will be clustered within the same section of the facility.** (Refer to appendix B for Facilities Available for Use) Only for special occasions and with prior approval of the Administrator or Pastor the initial 75% facility usage limitation is exceeded.

Please Note:

- When the parish office is closed for holidays or adverse weather conditions, the building is closed and all meetings are cancelled.
- No business meetings are to be scheduled during Holy Week. Holy week events are limited to those related to prayer, reflection on the season, or preparations for liturgies.
- Before using the large parish kitchen, ministry members must attend kitchen training.
- Everyone is expected to tidy up after using a space and assist with set-up/take down.
- All fundraising must be approved per the terms of the parish fundraising policy.

Over the years, a pattern has developed in the weekly use of parish facilities at Mary, Queen of Peace (MQP). This pattern is reflected in the boxes below. We do our best to respect this history and not alter meeting dates, times or spaces. However, it is requested that everyone be flexible when a necessary change is needed in order to meet the mission of MQP.

SUNDAY: This day and evening is dedicated to Sunday liturgies, Faith Formation programs and Coffee Hour often held in conjunction with the preschool class schedule. Occasionally parish ministries meet in the library or parish office conference room on this day.

MONDAY: Centering Prayer meets in afternoon. The Legion of Mary and the parish sponsored Boy Scout troops meet every Monday evening. MQP Men's basketball team play from 7-9PM.

TUESDAY: The Knights of Columbus meet on the 2nd and 4th, and the Parish Book Club meets the 3rd Tuesday evening of the month. Elementary Sacramental Preparation occurs in Jan./Feb. and April/May on this evening. CYO basketball or volleyball practices take place Nov. - April.

WEDNESDAY: Exposition and Adoration in the chapel all day until 9 p.m. Pastoral Council meets the 1st, Art and Environment the 2nd, Liturgy Commission meets the 3rd and Human Concerns Commission meets the 4th Wednesday evening of the month. Ignite the Light and CMG choirs practice in the church. Elementary Faith Formation classes occur at 3PM Oct – May. Youth and Elementary Sacramental preparation classes are held this evening. CYO basketball practice is held Nov. through Jan.

THURSDAY: Facilities Commission meets the 3rd and Finance Council meets the 4th Thursday evening of the month. Elementary Sacramental Preparation occurs in Jan./Feb. and April/May on this evening. CYO basketball/volleyball practices are Nov. – April in the Social Hall.

FRIDAY: An occasional wedding rehearsal or other special or social events are scheduled.

SATURDAY: 5PM Vigil Mass. Retreats are often held on Sat. During Nov. through Jan. CYO basketball games are played on Saturdays prior to Mass. Special or social events often are scheduled during the day or evening.

I. CALENDAR – FACILITY REQUEST

- To request a meeting room, please complete a Facility Schedule Request form. **Requests are handled in the order received.** (Please see attached Appendix D Schedule Request form or download from Parish website: www.mqp.org and click the Administration policies tab. Please return the Facility Schedule Request form to Parish Office or email to calendar@mqp.org .
- Email requested dates, time and preferred facility space to calendar@mqp.org
- Use of the sound system, audio/visual equipment, stage, piano, organ, laptop, kitchen supplies, room key, etc. should be included on the Schedule Request form.
- No meetings are scheduled on holidays or on days when the parish office is closed.
- If there is a change in your schedule please notify the parish office 425.391.1178, ext. 118 or email calendar@mqp.org.
- Please note, if for any reason your meeting is moved to another room in the church after the weekly calendar is distributed, the ministry/department/group leader will be contacted and notice of location signs will be posted at the bell tower entrance doors and at both the original and revised meeting rooms.

II. SCHEDULING CHANGES OR CANCELLATIONS

If it becomes necessary to reschedule or cancel an event, it is the responsibility of the ministry/organization to submit a Facility Schedule Request form to the Administrative Assistant (form attached or is available on the parish web site) or email information to calendar@mqp.org.

- Under NO circumstances shall anyone other than the Parish Office Administration staff make changes to the parish office calendar.

Rescheduling the event(s) is based on available space at the time of rescheduling.

III. REQUIRED RELOCATION

On occasion, it is necessary to relocate or reschedule an event scheduled for the Church, Social Hall or Narthex to allow for a funeral vigil or Mass. Out of respect for the bereaved family, our policy is the following:

- The parish facility will be available for the duration of all funeral related events (vigil, Mass, reception and any set up and clean up necessary).
- Any event scheduled in conflict with the above will be required to relocate or reschedule.
- The parish office will contact a member of the ministry/group if for any reason your meeting is moved to another room in the building.
- Signs will be posted regarding the change at the building entrances, but **it is the responsibility of the ministry/organization to notify its participants of this change.**

Every effort will be made to offer an alternate location and/or time for the originally scheduled event; however this may not always be possible.

ROOM USE GUIDELINES

We have a **limited custodial staff** and need your assistance with room set-up/take-down, in maintaining a clean environment, reducing energy consumption by turning off lights and closing doors and to bring safety concerns and repairs to the attention of the Facility Supervisor (425-391-1178 ext. 134 e-mail maintenance@map.org) or complete a facility repair request form.

I. Meeting/Class Room Usage

It is the expectation that **each group leave the facility in a clean usable condition** for the next group. To achieve this expectation please complete the following after your meeting, as applicable:

- Decorations may only be either free standing or hung with tacks/staples on either the tack or bulletin boards in the classrooms or hallways. No pins, tacks, or staples, may be used to adhere items into any other part of the facility other than designated tack strips and bulletin boards. No hooks, screws or nails may be driven into any part of the facility. **Use of tape or other adhering devices must be pre-approved by the Facility Supervisor or Parish Administrator. Gaffers tape or 3M removable poster tape works best, however any tape used should be up for no more than 3 days, as all tapes will leave some type of residue if left on for a period of time.** Because of the overhead fire sprinklers nothing should be hung from the ceiling unless prior arrangements for ceiling tile hooks have been made with the Facility Supervisor or Parish Administrator.
- **Food and beverages may only be consumed in non-carpeted rooms.**
- All tabletops must be cleared and tables and chairs should be wiped off with disinfectant cleaner that is stored in each room cabinet.
- Ensure that the wastebaskets and recycle bins are emptied into large containers in the hallways. Or into the outside dumpster/recycle containers, if your group generated a lot of trash or trash that contains food that will spoil, start to smell and attract rodents.
- Return all tables and chairs in set-up diagram on the tack board by the door.
- If any windows have been opened, please close them.
- If you have used the white boards, please wipe them off.
- Vacuum or sweep the room(s), as necessary.
- Movable walls in C103-105 are only to be operated by the Facility Staff. Please request opening or closing of these walls ahead of time.
- If you used audio/visual equipment, please return it to the designated space.
- Turn off the lights and close the door (per Fire Department requirement).

II. LOWER LEVEL PARISH KITCHEN USAGE

- This kitchen is not intended to be used to prepare and serve food to a large group of people. You are welcome to use the supplies available in the kitchen. If you are serving many people, you will need to check the supplies beforehand to assure that the current supply will meet your needs. (Note: Out of respect to others, when using supplies, please notify the parish office when supplies are running low.)
- There is additional freezer space available in the north exterior storage room. Please make arrangements ahead of time for access if your program is not during regular office hours.

- Be aware that you may be sharing the use of the kitchen, coffee pots, and carafes with others at the same time. You should include the use of these items on your Schedule Request form.

If you use the kitchen, please include the following in your clean up process:

- Wash your dishes (including coffeepots, cups and platters). Return pots/pans/serving trays/etc. to their appropriate storage space.
- Remove all food that your group has placed into the refrigerator/freezer or on counter tops.
- Remove all trash to the outside dumpster.

III. PARISH FULL-SERVICE KITCHEN USAGE

The door to kitchen is generally locked, so please note your need to use/access this space on your Schedule Request form. If you plan to use the kitchen for a major event you will need to coordinate it with the Kitchen or Facility Supervisor.

Prior to using the kitchen, ministry members who will be working in the kitchen must attend kitchen. Please contact the parish office to schedule your training. If your ministry members cannot attend this training, you will need to include the kitchen steward hourly rate for the time you will be using the kitchen in your event budget.

Clean Up

1. The user of the kitchen is responsible for clean up of the kitchen area. This includes washing, drying and properly putting away all dishes, pots & pans, serving pieces, etc. All counters and equipment should be wiped down. If the grill is used it is to be cleaned with a grill brick.
2. All trash & recycling must be placed in the dumpster/recycling cans located outside of the kitchen door to your left.
3. The user of the kitchen must remove all left over food from the premises. Nonperishable items may be left in the kitchen for other groups to use.

The kitchen floor is to be swept and mopped with bleach water or the cleaning supplies kept in the kitchen janitorial closet.

When finished using the kitchen please complete the attached kitchen check out sheet (appendix c) and place it on the kitchen bulletin board for review by the Facility Supervisor.

If the kitchen is not cleaned after an event, then the respective ministry group will need to budget for having a kitchen steward at future events that utilize the kitchen.

IV. MARIAN SOCIAL HALL & JOHN XXIII CONFERENCE CENTER USAGE

- **Tables & Chairs** are kept in the closet located in the northeast corner of the social hall and each section of John XXIII conference center. Extra tables & chairs are stored in lower level north bell tower closet next to C103, John XXIII Conference Center. **Tables & chairs are to be wiped off and placed on racks, prior to placing them in the storage closet.** Please stack only 25 chairs per rack and to prevent injuries from falling chairs, only stack chairs in the direction noted on the racks.
- **Sound & Audio Equipment** is available in both areas. Please be sure to note your need for sound in your room request, so the sound system will be turned on. Microphones and a boom box can be plugged into one of the wall jacks. The social hall sound volume controls are

located in the northwest corner of the room and each room in John XXIII conference center has its own sound controls near the west exit door.

- **Decorations** generally may only be free standing. Usage of tape or other adhering devices must be pre-approved by the Facility Supervisor or Parish Administrator. **Due to the smoke beam detectors and security motion sensors helium balloons are not permitted in the building.** No tapered candles may be used on dinner tables; however votive candles or floating candles in a vase are both acceptable for use on tables. Please contact the parish office or the parish social life event committee for decorating ideas – several items are in storage including table centerpieces.
- **Stage:** The parish has an 8' x 16' stage that is 8" high. If your group needs this for a program/event please note this on your Facility Usage form.
- **Floor Care:** The Marian Social hall and John XXIII Conference Center floors are poured sports floors, which can be damaged by gritty substances, such as sand. Please note that the bottom of all items that will be placed on the floor should be wiped off prior to placement on the floor or placed on a clean tarp/plywood base. Flagpole holders should not have sand in their base. Heavy items, such as a piano or stages, should have plywood placed under their wheels/legs so that their weight is more evenly disbursed. Only gaffers tape may be used on the floor to tape down cords, etc. Ballpoint pen cannot be cleaned off and the floor must be repainted. When your event is finished the floor is to be dust mopped and beverage spills are to be spot mopped.
- **All Trash and recycling must** be dumped in the dumpster & exterior recycling containers.
- **Basketball Equipment:** Prior to use of basketball hoops ministry members must be trained in their set-up, take down and storage. Wall and window mats must be in place prior to play. **If hoops are not properly set-up there is a great risk of injury to players and damage to floor and equipment.** If basketball hoops are not properly stored future usage of hoops may be denied. Basketball play **will not be scheduled** when the south lower level classrooms are being used.
- Volleyball play must be scheduled and training in setting up nets is required.

V. SANCTUARY / DAILY MASS CHAPEL USAGE

When using the Sanctuary please follow these guidelines:

- Food or drink is not permitted in the Sanctuary, Daily Mass or Blessed Sacrament Chapels.
- Do not move the ambo (pulpit) from its position. (Only if absolutely necessary, you may move the presider's chair, altar and altar candles, with care, and then return them to the original position when you are finished).
- If you would like to use the piano or organ, this must be indicated as such on the Schedule Request form, treat instruments with respect and cover them when finished.
- If you would like to use the sound system, indicate as such on the Schedule Request form and for proper usage consult with the Sound/AV Tech or Parish Administrator.

CHAPEL

1. Priority use of the chapel will be given to liturgies detailed on Appendix A.

2. The Chapel can be reserved for other prayer forms on a first-come, first serve basis.
3. Do not move the ambo or altar. Please turn off lights and extinguish non-votive candles.

The Chapel is *not* to be used for group meetings, office work, or parties.

BLESSED SACRAMENT CHAPEL

- This Chapel is to be a place of quiet, where people can come to sit in silence in the presence of the Lord.
- Only individual, private prayer is to be said here. Spoken words distract from the need for quiet for all who come for silent meditation.

VI. VESTIBULE USAGE

The vestibule space must be reserved and is limited to one or two groups per weekend. Generally fundraising is preferred to be conducted in the social hall or in vestibule space away from the main entrances of the church. All fundraising activity must have prior approval per the terms of the parish fundraising policy. **Posters, flyers, meeting notices etc. are not be taped to windows or walls**, but must be free standing; numerous easels, banner poles, rolling kiosks, A-frame message boards are available for your use. Easels are stored in the closet located outside the chapel. Posters placed on easels should be tacked to corrugated poster board, which is available in the parish office mail/copy room. Heavy items that could fall and cause an injury (i.e. bulletin board) should not be placed on an easel. Due to fire code hallways and doors are not to be blocked by placing tables and/the storing items in hallways or in front of doors. Ministry storage cages are to be used for storage.

VII. NURSERY USAGE

If you need to use the nursery, please contact the parish office. Regularly scheduled groups normally provide their own baby-sitters. Baby-sitters must be at least 18 years of age and complete and pass a Catholic Archdiocese of Seattle background check and safe environment training.

*There must be 1 adult for every 6 children in the nursery and **on Sundays there must be at least 2 adult supervisors.***

When using the Nursery please follow these guidelines:

- Take soiled diapers home or to the outside dumpster. **Plastic bags are available in the nursery for your use in taking soiled diapers home. Do NOT dispose of diapers in the restroom or leave them in the nursery wastebaskets.**
- Clean up the nursery after each use.
- Vacuum the floor.
- Wipe down anything that needs cleaning.
- Put toys away in their proper place.
- Empty wastebasket in the large waste cans located in hallway.

VIII. PARKING LOT

It is requested that all groups encourage **car pooling** for events; meetings, classes, sporting events, etc. It is requested that an estimated number of parking spots needed be provided when making a facility usage request; so overflow parking needs can be arranged in advance.

*Mary, Queen of Peace Parish
Priority Level of Facility Space Scheduling*

The scheduling priorities referenced below indicate certain groups, but is not representative of all groups, functions or activities and such scheduling will be followed with the understanding that open communication and a spirit of flexibility is necessary to produce amicable results. Parish staff and ministry leaders are encouraged to work directly with each other to mediate conflicting needs. The Parish Administrator will reconcile all unresolved conflicts.

1. Mary, Queen of Peace Parish-Liturgical/Sacramental Uses

Mass, Prayer/Communion Services, Penance Services, Weddings, Funerals, etc.

2. Mary, Queen of Peace Parish Program Areas-Educational and Program Functions

Educational Activities, Liturgical Rehearsals, Commissions, Councils, Development Activities

3. Mary, Queen of Peace Parish Programs-Social Functions

4. Other Non- Parish Groups and Business Functions

Legion of Mary, Knights of Columbus, St. Vincent de Paul, MOPS, CYO sports

(Non-parish groups are required to complete a Facility Usage Agreement in accordance with Archdiocesan policy)

5. Other Parish Related Groups – Social Function

6. Non-parish Non-profit Group/Individual(s)-All Activities

A. Archdiocesan Meetings & Program Related Events

B. Parishioner Related Events

C. Charitable Groups Educational/Cultural Events

D. Other Fundraising or Social Events

E. Community Events

- The Parish Administrator may approve exceptions to these priorities.
- Please note that not all rooms are available for all uses in the facility. See the comments in the facilities available for use detailed in Appendix B.

Appendix B

MARY, QUEEN OF PEACE PARISH
FACILITIES AVAILABLE FOR USE

| Room # | Type | Max. Capacity | Eating Allowed | Comments/Limitations |
|------------------------|--|---------------|----------------|--|
| C103 – C105 | Conference Center | 210 - 300 | Yes | Can be divided into 3 rooms; room capacity varies w/setup; sports floor. |
| C103 | Conference Center - Room A | 70 – 100 | Yes | Room capacity varies w/setup |
| C104 | Conference Center - Room B | 70 – 100 | Yes | Room capacity varies w/ setup |
| C105 | Conference Center - Room C | 70 – 100 | Yes | Room capacity varies w/ setup |
| S201 | Marian Social Hall/Gym | 750 | Yes | Banquet seating for 320, sports floor |
| S203 | Kitchen | | Yes | See section III of Room Use Guidelines and appendix C. |
| S111 thru S 121 | Meeting/Class Rooms | 24/48 | No | Can be divided into 2 rooms of 24 max. capacity. Food should not be consumed in these rooms. |
| C124 thru C143 | Meeting/Class Rooms | 24 | Yes | Food may be consumed in these rooms. |
| C206 | Cry/Bride's Room | 20 | Yes | |
| | Church Vestibule | | Yes | Use by Special Permission only |
| | Church | 883 | No | Liturgical Events Only. No food or drink. |
| | Eucharistic Chapel | 50 – 65 | No | Liturgical Events Only. No food or drink. |
| S118 | Library | 20 | Yes | |
| N145 | Fr. McGivney | 60 | Yes | |
| N147 | St. Bernard | 75 | Yes | |
| C123, C125, C137, C139 | Lower Level Center Room (dividable into 4 rooms) | 100 | Yes | Can be divided into 4 rooms of 25 max. capacity. Food may be consumed in this space. |
| C 129/130 | St. Albert the Great | 25 | Yes | Couches for seating, small round table |
| N220 | Large Office Conference Room | 15 | Yes | Food may be consumed in this area. |
| N222 | Small Office Conference Room | 6 | Yes | Couch, Love Seat and Chair |
| | Parking Lot | 300 | | Capacity based on event and parking needs |
| | Grotto | | | Not available after dark |

Other facilities may be available upon special request made to the Parish Administrator/Facility Supervisor.

Mary, Queen of Peace Parish
PARISH KITCHEN/SOCIAL HALL CHECKOUT FORM

Due to Safety/Liability Concerns, Parish Policy requires that before Operating any Kitchen Appliances you Must Attend a Kitchen Training Session or a Kitchen Steward must be on-site.

Due to the potential for serious injury no small children are allowed in the kitchen area.

As good stewards of our building and to prevent "small critter" infestation, the kitchen must be cleaned before your ministry/group departs. Please complete this form and tack it to the kitchen bulletin board for review by the parish staff.

Ministry/Group _____ Date: _____

Representative _____ Phone or Email Address: _____

Please put a check mark or OK if task is done, or note "cleaning required"; "broken"; etc. next to the following:

KITCHEN

_____ Dishes, pots & pans, serving pieces, silverware etc. washed and put away

_____ Coffee carafes & water/juice jugs cleaned out and stored.

_____ Range /oven/ warming oven/garbage disposal/fans/portable refrigerator are turned OFF

_____ Dishwasher, drained/OFF/grates cleaned/lid up

_____ Dishwasher and Range Fans/Refrigerator light/Overhead lights OFF

_____ Counters and equipment (includes range grease drip pans) wiped down

_____ Trash (including grease can)/recycling placed in dumpster/recycling bin located outside back kitchen door.

_____ Perishable, leftover food must be removed from refrigerator & counters.

_____ Sweep Kitchen floor and mop with bleach/disinfectant cleaning supplies

_____ Supplies/Accessories returned to proper place; notify office if coffee or other supplies are needed.

_____ Dirty/Wet dishtowels must be taken home to be laundered and returned to kitchen.

SOCIAL HALL

_____ Tables & chairs wiped down and put away

_____ Trash dumped outside and re-line trash cans.

_____ Floor swept or dust mopped; spills spot mopped

_____ Lights/Sound System turned off

Repairs required: _____

Supplies Needed (circle): coffee, dish soap, food handler gloves, aluminum foil, plastic wrap, plastic storage bags, garbage bags, napkins, paper products or _____

Other Comments: _____

Signature of Organization/Individual Representative

Date