

## Parish Ministry Use of Parish Center

Your ministry is important to St. Catherine Church. In order to ensure effective communication and success of your event/ministry, the following guidelines have been established:

- + Your event needs prior approval by the following pastoral staff member before dates are set:
  - Faith Formation: Peg Hicks/Denise Van Veen
  - Music: Kelly Clark
  - All others: Joe Underhill, Denise Van Veen, Dave LeBleu, Peg Hicks, Fr. Peter
- + Once approved, contact Parish Office to reserve space, if available. Need to coordinate with Joe Underhill, Parish Facilities manager, regarding the impact of your set-up on events scheduled before and/or after your event. This may result in your group being responsible for your own set up.
- + Complete a "Room Set-up Request Form" and submit to Joe Underhill at least one week prior to event. Include any needs for A/V equipment and microphones/sound system. Event coordinator must contact Joe Underhill one week prior to event to review details and guidelines.
- + Communication of event is the responsibility of the event coordinator
  - bulletin announcements at St. Catherine's ([Office@StCatherineParish.org](mailto:Office@StCatherineParish.org) deadline: Monday 9 AM) and other churches
  - signs/posters: need prior approval by Dave LeBleu before posting
- + Obtaining liability insurance (if alcohol is served). Parish incurs a \$135 charge for each event. Contact Dave LeBleu.
- + Maximum capacity is 250 people-with tables and chairs, 400 people-with chairs only.
- + If serving food at your event for 20 or more people, there needs to be at least one ServSafe trained person present at the event. Your group should supply any materials needed for event, i.e. paper plates, plastic ware, cups, pens, markers, etc. If you plan on using the linen tablecloths, your group is responsible for cleaning and putting away the linens.
- + It is your responsibility to clean up after your event. This means discarding or taking home food, cleaning all dishes and putting them away, emptying trash cans, tying trash bags and dumping bags into dumpster, wiping down counters, sweeping floors.
- + In case of emergency (i.e. medical emergency or fire), there is a phone in the elevator that can be used to dial "911". If you encounter other **emergencies** (i.e. plumbing/electrical), please contact Joe Underhill (508) 962-7413 or Dave LeBleu (978) 392-0037.
- + If your event is the last one for the evening, please lower the heat as posted at thermostat, check the entire parish center to ensure lights are out and lock up behind you. If you don't know how to lock up, please contact Joe Underhill in advance of event for instructions.
- + Event coordinator is responsible for ensuring all volunteers who are in contact with children have submitted CORI forms (annually) and have attended a Virtus (CAP) training class. Information is obtainable in the Parish Office.
- + Children need to use the "buddy" system and travel in pairs when using bathroom facilities or walking in the building. Two or more adults of different gender need to be present when children are present.
- + In the case of inclement weather, you should:
  - check with Parish Office to see if parish center is closed due to bad weather
  - contact a staff member to publicize on TV/Radio (if event is canceled)
  - place signs on parish center doors indicating cancellation
  - you must notify your group when the event is canceled
  - check with the Parish Office to determine if sanding/plowing will be required prior to or during your event