

# REQUEST FOR BUILDING USAGE

Sacred Heart of Jesus Catholic Church

- (1) This request form must be completed in its entirety
- (2) If fees are applicable, payment can be made to the Church Office Staff at time of request
- (3) Return completed form to Lynne Border, if by e-mail, use [lynneborder@suddenlinkmail.com](mailto:lynneborder@suddenlinkmail.com)

Created & prepared by Linda Daniels

<b>APPLICANT</b>			
Applicant Name			
Applicant's Organization			
Date of Application			
<b>EVENT</b>			
Type of Event			
Date of Event			
Estimate # Attending			
Start Time for Preparation			
Start Time for Event			
End Time for Event			
End Time for Clean-up			
<b>COMPLETE ALL INFORMATION REQUESTED ABOVE THIS LINE</b>			
<i>Office Use Only</i>			
<b>FEES</b>			
Parish Organization			\$0
Fund Raising		Parish-sponsored	\$100
Parishioner Private Use			\$150
<b>OUTSIDE ORGANIZATION</b>		<i>(To be approved by Pastor &amp; Finance Chair)</i>	
A & E Classrooms		\$ 25 or 50 per hour	due at sign-up
Upper Hall (\$100 deposit at sign-up)		\$ 50 per hour, 4-hour minimum	\$200 or more
Lower Hall (\$200 deposit at sign-up)		\$130 per hour, 4-hour minimum	\$520 or more
Use of Kitchen (serving only)			\$100 added
Use of Kitchen Equipment		Ovens, Refrigeration, Dishwasher	\$300 added
Use of Hall Audio		Or Projection Television	\$050 added
Set-up/Take-down		Pay directly to Custodian	See below
(whichever is more)		\$5 per table or \$ .50 per attendee	
Tableware/Linens Deposit (refundable)		Separate Payment	\$50
Tablecloth Cleaning (arranged by parish)		market price	Added
Damage/Loss			
Refrigerator/Freezer Space			
Video Equipment Required			
Sound Equipment Required			
<b><i>I have read the Policy Governing Building Usage for Sacred Heart of Jesus Church. I accept and understand my responsibilities before, during, and after the scheduled event, and will notify the Head Custodian of any deviations from requests listed on this form. I also agree to complete, and attach to this form, a detailed diagram for the placement of tables, chairs and equipment needed for the requested event, at least two (2) weeks prior to the requested date.</i></b>			
Signature			Date

NOTIFY THE HEAD CUSTODIAN OF ANY CHANGES OR REQUESTS LISTED ON THIS FORM

# OPERATIONAL GUIDELINES

User's Copy

Use of Parish Halls  
Sacred Heart of Jesus Catholic Church  
Revised 12/21/2005

## SETUP AND CLEANUP OF HALLS

(01)	SETUP	A detailed diagram of the placement of tables, chairs and equipment needed for your event <b>MUST</b> accompany this Request for Building Usage application. Give directly to Parish Custodian. If he is unavailable, make an appointment to meet with him through the Office. <b>Once your event is approved, changes and/or additions should be limited.</b>
(02)	CONDITION/HALL	Both halls must be left as found, with the serving areas and kitchens cleaned as specified below. To maintain the condition of floors, do not slide furniture.
(03)	DECORATIONS	<b>ABSOLUTELY:</b> No items are to be taped, stapled, glued, nailed or adhered to walls, ceiling or floors. Decorations should exclude items that might harm the wall, ceiling or floor finish.

## KITCHEN CLEANED

(04)	FOOD SCRAPS	All food scraps must be removed from plates, pots, pans and placed in the garbage cans – NOT placed in the dishwasher or down the sink drains. Should drains need to be professionally cleaned after event, the sponsoring group will be billed (\$200 - \$500).
(05)	OVEN	Ovens must be cleaned and wiped out.
(06)	GRIDDLE	Griddle must be cleaned and dried; <b>DO NOT OIL.</b>
(07)	REFRIGERATOR	The refrigerator must be completely emptied/cleaned. All food must be removed.
(08)	TOWELS	Dish towels/cloths must be cleaned and returned to the kitchen within 48 hours of the event.
(09)	TABLECLOTHS	If used, cloth tablecloths are to be gathered and stacked on the kitchen counter. The user will be billed for professional cleaning for each tablecloth.
(10)	SUPPLIES	Those using the halls must provide their own supplies for food service, including, but not limited to: coffee, filters, paper plates, plastic ware, napkins, paper toweling, take-home containers, etc.
(11)	UTENSILS	If parish dishes, pans, flatware, etc. are used, all must be washed/dried/returned to storage.
(12)	FURNITURE	Tables must be wiped clean with a special labeled product found in the kitchen. All chairs must also be checked to ensure each is clean and free of debris.
(13)	FOOD	Leftover food must be removed in disposable wrapping or in containers supplied by user.
(14)	DAMP MOP	A mop and bucket will be provided for clean-up of major spills

## GENERAL RULES

(15)	EQUIPMENT	No equipment is to be removed from the kitchen to be used elsewhere in the building. <b>CHECK WITH THE HEAD CUSTODIAN ON THE PROPER USE OF EQUIPMENT.</b> A notebook is available in the kitchen outlining equipment usage and cleaning procedures.
(16)	FURNITURE	No chairs or folding tables are to be removed from the premises.
(17)	LIGHTS	Check to see that ALL lights are turned off; halls, kitchen and closet when event has concluded.
(18)	MAIN CHURCH	<b>ABSOLUTELY:</b> No food or drink is to be taken to the main level of the church.
(19)	STORAGE	All dinnerware, condiments and utensils must be neatly stored when event is finished.

If these guidelines are not adhered to, the cost of clean-up, repair or replacement will be billed to the individual or organization using the hall, and future use of the church building could be restricted.

**THE PERSON REQUESTING BUILDING USAGE SHOULD RETAIN THIS COPY FOR REFERENCE**

# **NOTICE FOR RESPONSIBLE HALL USER**

## **Sacred Heart of Jesus Catholic Church**

### **CONTACTING HEAD CUSTODIAN**

To contact the Head Custodian in case of emergency only, use his pager number 501-763-0134 and key in the number 911. Emergencies include: unlocking or locking doors, major water leak, major sewage backup, air conditioner problems. Do not contact him if an appliance fails, a toilet backs up, or for other non-emergency situations. This type of problem will be addressed the next day.

### **CLEAN-UP**

The custodians are only responsible for hall set-up and cleaning the floors. All cleanup crews must leave the kitchen equipment the way they found it -- clean and ready for the next event. Please assign one or two people who are willing to verify that the clean-up crews complete their task. Be aware that the Head Custodian will call the responsible person the next day to ask that someone return to the building to finish any tasks left unfinished. There is a time limit for hall usage. Please allow at least 90 minutes for tear-down of decorations, clean-up of tables and kitchen. The custodian will be ready to lock the building at the time you designated for your party to end. Please be ready to leave the building when he arrives.

### **TABLE AND CHAIR SET-UP**

The set-up for your event is achieved with a couple of important things in mind. The first is safety, meaning that the tables must be set at a distance to allow an Emergency Medical unit to safely and conveniently have access to a person who is ill. This procedure also lessens the chance of an accident occurring when tables and chairs are set too close to each other, especially if the lights are dimmed. Emergency exit protocols enforced by the Fire Department require a minimum safe distance between tables and walls and tables and exit doors. These minimum requirements will be met by the custodial staff at all times. The custodial staff will see that the hall is set-up properly; if you have any additional needs, they must be addressed on, or before, the day your event is set-up.

### **RETURN AIR VENTS**

These vents are located near the main exit doors in the Lower Hall. To maintain a stable air supply, these vents cannot be obstructed by any tables with table cloths, chairs, displays, etc. This is to ensure proper ventilation and operations of the heat pumps.

Please keep this copy for reference.

– Howard Shaffer, Head Custodian