

St. Lucy Parish Facilities Handbook

St. Lucy Parish
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stlucyparishoffice@dsj.org
www.stlucy-campbell.org

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Emergency Contact Information

Campbell Police 408-866-2101
Campbell Fire 408-378-4010
Parish Office 408-378-2464
Parish Emergency # 408-533-5503

End of Event Checklist

This checklist must be completed and returned to the parish .

Facility: _____ **Date of use:** _____

Group using facility _____

- Tables and chairs are properly stacked on racks and the racks are stored in their proper place.
- All decorations and painter's tape were removed from the walls.
- Bathrooms are neat and tidy and there is no water on the countertops or floors.
- The floor was swept or vacuumed and any spills mopped up.
- Kitchen areas are tidy, wiped clean, all utensils cleaned and stored and the floor wet mopped.
- All trash cans were emptied and new trash bags were placed in the receptacles.
- All trash and recyclables were carried to the respective dumpster or taken home with you.
- The thermostat is set in accordance with the instructions on the thermostat
- All lights are off.
- All doors and windows are securely closed and locked.
- The key and this checklist is returned to the Parish Office.

Group Leader: _____

Group Leader signature: _____

Facilities Policy

- Parish facilities are available to the community for parish and school-related activities.
- The parish facilities are community property and are to be treated with respect and care.
- All facilities use must be scheduled through the parish office. You may access and use the facility only during the time you reserved it—please do not arrive early or stay late.
- All Parish facility rules must be observed.
- The facilities are not available for wedding receptions.
- Facilities use is generally granted to the first person making the request. However, in the event of a conflict priorities are resolved according to the following order of preference: parish, school, St. Lucy ministry or group, parishioners, non-parishioner Catholic activities, all others.
- Any use of alcohol requires a liquor permit.
- Non-Parish Groups may use the parish facilities if they are available.
 - There is a \$250.00 non-refundable fee.
 - A \$1,000,000 insurance waiver must be obtained and be on file in the parish office before the facility may be used.
- Report any problems with the facilities or equipment to the parish office.

Parish Calendar

The parish calendar is online at the St. Lucy website at www.stlucy-campbell.org. You may check it at any time.

There is also a printed copy of the calendar available in the parish office. The printed calendar is only printed once a week and may not be up to date—please insure you check the online calendar or have the parish staff verify facility availability.

Reserving a Facility

Every May the parish holds an open calendar meeting to schedule the facilities for the entire fiscal year which runs from July 1 through June 30 of the following year. All parish and school groups who desire regular use of the facilities, or who wish to schedule a specific event are invited to attend. The parish, school and the head of each ministry receive an invitation to attend the meeting and are asked to submit their preferred schedule 2 weeks in advance of the meeting. If you wish to be invited to participate please contact the parish office no later than May 1.

To reserve a facility other than at the May meeting, first check the online facilities calendar. If the facility you desire is available, call or email the parish office at stlucyparishoffice@dsj.org and one of the parish staff will assist you.

Key Policy

Whoever signed out the key is the key holder and is responsible for the key as well as for the facilities.

If you have been assigned a key to a facility, you must still schedule that facility through the parish office.

You may obtain a key to the facility you will be using by stopping by the parish office during business hours.

Keys are not to be given to any other person for any reason.

The key holder will be asked to provide a name and contact information to obtain the key and is responsible for the safe and timely return of the key.

Keys may be returned to the parish office during business hours or placed in the parish mailbox just to the left of the parish office door if the office is closed.

The key holder is responsible for
insuring the facility is securely closed and locked. This
includes
ALL DOORS & ALL WINDOWS.

Church

The church is a holy space and must be treated with dignity and respect at all times.

The church is open during the day and there are often people praying, so quiet must be observed.

On those occasions when work must be done in the church that will disrupt prayerful silence, signs must be posted to advise potential worshipers that work is in progress.

All the doors to the sacristy must always remain closed and locked unless there is work being performed.

All music equipment must be properly stored after use.

All sacramentals must be properly cleaned and stored after use.

Turn off all the lights.

Care must be taken when locking up the church to insure that all the rooms are checked for occupants before leaving. Homeless people have been known to sleep in the church overnight and for this reason the church must be thoroughly checked. It is prudent to do this as a team.

Make sure all doors are securely closed and locked.

Parish Activity Center (PAC)

General: The PAC is the crown jewel of the parish facilities and it is extremely important that these facilities be used in accordance with their intended purpose.

- **PAC A (large room):** This room is used for a variety of purposes. The room is to be left empty unless you are told otherwise by the Parish Office when you pick up the keys.

Because of the carpet, PAC A is not intended for gatherings or meetings at which hot food is to be served. Light snacks are permitted.

- **PAC B:** This room is a meeting room and has tables and chairs set up. Please leave it arranged as you found it.
- **PAC C:** This room is used as a small meeting room and the chairs are usually set up in a circle. Please leave it arranged as you found it.
- There are 3 storage areas off PAC A:
- The one on the left as you face the wall contains janitorial supplies (mops, brooms, vacuum, and paper products),
- the middle one tables and chairs, and
- the one on the right has the audio/video equipment.
- If you wish to use the A/V equipment, please notify the parish office and they will assist you in setting up the equipment.

- PAC A, B & C each have their own climate controls for heating and cooling. Instructions for the heating/cooling system are located on the thermostats in each room.
- Please use the mops, brooms and vacuum (located in the janitorial closet) to tidy up the facilities when you are finished.
- Trash and recycling must be placed in the respective dumpsters. If the dumpster is full, take the garbage with you. Do not leave the garbage bags on the ground.

PAC Kitchen:

- The kitchen is stocked with a few supplies and serving utensils. Wash any utensils you used and return them to their proper place.
- The refrigerator may be used for your event but no food or beverages may be left in the refrigerator or in the cupboards.
- Please wash towels and return them to the PAC kitchen as soon as possible.
- Empty trash and recycling in the respective bins across from the CCD office. Trash bags may be found in the janitor's closet.
- Wash all counters and stove tops.

Bathrooms:

- Empty the garbage cans when necessary during the event
- Additional toilet paper and towels are located in the janitor's closet.

St. Lucy Parish Gym

Many Parish and School groups use this room so everything must always be properly cleaned and stored when you are finished.

- The gym floor is specially designed for athletic purposes and care must be taken when using the gym for any other reason.
- Only chairs with 4 chair rubber tips may be used on the gym or stage floor.
- Long rugs are kept on the stage and in the vestibule area for use when needed. (When returning rugs, they should be folded, never rolled)
- **NO TAPE CAN BE PUT ON THE GYM FLOOR!**
- Only water is allowed in the gym
- No food in the gym. (Exceptions: School events: PTG Dinner, Cioppino Dinner, Grandparents Day)
- The floor must be swept with the dust mop and any spills must be wet mopped immediately.

The mop is kept in the kitchen or next to the girl's bathroom.
- Only blue painter's tape may be used on the walls.
- The electrical capabilities of the gym are limited, so do not overload the electrical outlets.

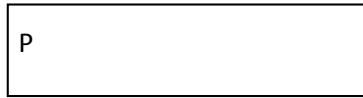
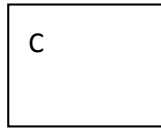
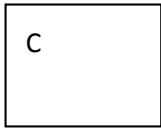
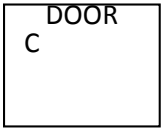
Distribute electrical devices over as many outlets as possible so as not to blow a fuse.
- No inside tables or chairs may be taken outside. This includes the table racks and chair racks.

- There are a number of chairs and tables stored outside in the patio that may be used for outside purposes.
- All trash and recycling containers must be emptied and the trash taken to the dumpster. Replacement bags are kept in the kitchen drawer.
- Trash and recycling must be placed in the respective dumpsters. If the dumpster is full, take the garbage with you. Do not leave the garbage bags on the ground.
- Bathrooms must be checked for cleanliness. No trash is to be left on the floor and any water must be mopped up.
- All bathroom, stage and gym lights must be turned off.
- All doors must be closed and locked. Check by pushing on them to insure that they are closed and locked.

St. Lucy Parish Annex

Many Parish and School groups use this room so everything must always be properly cleaned and stored when you are finished.

- All tables and chairs and their racks must remain inside the building and must be stacked properly after each use. (See diagram on adjoining page).
- NOTE: There are 6 tables with chairs stored outside in the Annex Garden. These tables and chairs are for outside use only—do not put them on the inside racks.
- Only blue painter's tape may be used on the walls to hang things. No thumb tacks or cellophane tape.
- All trash and recycling containers must be emptied and the trash taken to the dumpster. Replacement bags are kept in the kitchen drawer.
- Trash and recycling must be placed in the respective dumpsters. If the dumpster is full, take the garbage with you. Do not leave the garbage bags on the ground.
- The floor must be broom clean after use. Any spills must be mopped up immediately. Brooms, dust mop and wet mop are located near the girl's restroom/kitchen.
- All doors must be locked upon leaving. When locking the double doors, please check the top and bottom lock of the door on the left.
- All bathroom and annex lights must be turned off before leaving the building.



D



DOOR

K

I

T

C

H

E



CHAIR RACKS (C)

are arranged on the racks seat-side out.

See diagram above for placements.

TABLE RACKS (T) are stored parallel to the wall. Tables must be placed on the racks by size and kind. See diagram above.

(Gray tables, Wide tables, Narrow tables)

DOOR

2 BARS

DOOR

Annex Kitchen

Everyone is responsible for keeping the kitchen clean.

General Rules of the Kitchen

- Clean all counter tops before and after use.
- Clean any spills in the refrigerator.
- Close the refrigerator doors tightly.
- Empty all garbage in the dumpster outside the CCD office. Extra garbage bags are located in the bottom kitchen drawer.
- Wash the floor.
- Take all things related to your event with you.
- Turn off the lights and lock all doors.

Sink Area

- Clean the sink and counters when finished.
- There is no garbage disposal, therefore, all food must be thrown away in the garbage cans.

Stoves

- Carefully turn the stoves/ovens on and off by the knobs. Follow the directions listed above the stove.
- If you use the griddles, please clean them when finished. There is a charcoal bar located on the baker's rack next to the sink.
- Clean the stove tops after each use.
- The 3rd oven door from the left needs to be opened and closed carefully so that it doesn't fall off.

Lally Center& CCD Office

Many groups use this room so everything used during a meeting/class must be put away . Everyone using these rooms are responsible for keeping them clean. There is a broom and dustpan in the closet.

- Eating is permitted in Lally Center but not in the in the CCD office.
- All furniture must remain in the building.
- Furniture must be returned to its original place.
- The rooms should be swept and any spills mopped up.
- All trash must be taken to the dumpster.
- All windows must be closed/locked.
- The fan/heater must be turned off.
- All doors must be closed and locked.

Restrooms

- There are no restrooms in Lally Center or the CCD office.
- The restrooms in the PAC may be used. You will need to check out the key to the PAC if you need access to restrooms.
- The restrooms must be picked up and the trash cans emptied.
- Make sure the lights are out in the restrooms and the PAC

Close and lock all doors when you are finished

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