

Parish Center Building Usage Guidelines

Events are not considered scheduled until a Facility Usage Form has been filled out and approved. The forms are available in the parish office or online.

Mother Teresa of Calcutta events – will require maintenance staff member present

1. If you have moved/rearranged the tables or chairs, please put them back where they were when you started.
2. Please do not drag the furniture across the floor. It leaves scratches in the finish.
3. Please clean the tables/chairs if there is food or other things remaining on them.
4. Sweep the floor of loose debris (popcorn, confetti, crumbs, etc.).
5. Please mop up any obvious spills.
6. Please empty the trash cans in the dumpster behind the Parish Hall.
7. Please check the restrooms (empty the trash, clean the counters if necessary, check the stalls for issues).
8. Please remove any alcohol from the hall and the kitchen when the event is over. Anything left behind will be disposed of.
9. Please remove all decorations.
10. If the kitchen is used, please wash, dry and put away any utensils, pots, pans.
11. Please clean the counters and any appliances that were used.
12. Make sure the coffee pot is turned off and the pots are clean.
13. Please do not use any tape on the floors and only painters tape on the walls.
14. Please follow Diocesan rules regarding the consumption of alcohol.

Ministries

1. If you have moved/rearranged the tables or chairs, please put them back where they were when you started.
2. Please do not drag the furniture across the floor. It leaves scratches in the finish.
3. Please clean the tables/chairs if there is food or other things remaining on them.
4. Please mop up any obvious spills.
5. Please remove any alcohol from the hall and the kitchen when the event is over. Anything left behind will be disposed of.
6. Please remove all decorations.
7. If the kitchen is used, please wash, dry and put away any utensils, pots, pans.
8. Please clean the counters and any appliances that were used.
9. Make sure the coffee pot is turned off and the pots are clean.
10. Please do not use any tape on the floors and only painters tape on the walls.
11. Please follow Diocesan rules regarding the consumption of alcohol.

Church Building Usage Guidelines

1. No food, drinks or gum in the Main Sanctuary or the Day Chapel.
2. No food or drinks in the Bride's Room, Conference Room, Choir Room or Wake Room without prior permission.
(NO alcohol permitted at any time)
3. No glitter.
4. Please dispose of all trash in the proper receptacles.

Funerals

1. Preferred time – Monday – Saturday 9:00 AM Mass. Other times by special arrangement.
2. Receptions offered to parishioners only – Monday – Friday following the funeral, schedule permitting. Not on Saturday due to unavailability of staff.

John Paul II Youth Center

1. No food, drinks or gum in the gym
2. No alcohol permitted at any time
3. If you have moved/rearranged the tables or chairs, please put them back where they were when you started.
4. Please do not drag the furniture across the floor. It leaves scratches in the finish.
5. Please clean the tables/chairs if there is food or other things remaining on them.
6. Sweep the floor of loose debris (popcorn, confetti, crumbs).
7. Please mop up any obvious spills.
8. If the Café is used, please clean the counters and any appliances that were used.
9. Return all game pieces, sports equipment and video equipment to the proper places.
10. Please do not use any tape on the floors and only painters tape on the walls.