

*****NOTE THIS FACILITY IS NOT AIRCONDITIONED*****

Return this form to the Parish Office

Special Events Facility Use Form – MINISTRY NAME: _____

MINISTRY CONTACT NAME _____

HOME /CELL PHONE _____ EMAIL _____

EVENT NAME _____

LOCATION REQUESTED _____

EVENT DATE:

DATE OF EVENT _____ START TIME _____ END TIME _____

SET UP: *(If applicable)*

DATE OF SET-UP _____ TIME OF ARRIVAL _____ TIME OF DEPARTURE _____

My group will set-up

I will require set-up by maintenance

CATERER (if applicable)

1-Caterer Name _____

1- Caterer Contact Number _____

2-Caterer Name _____

2-Caterer Contact Number _____

I understand that all changes require me to notify the rectory office. _____ *(Initial)*

I have read the Kitchen/Class Room Use Checklist and the Event Publicity Checklist. _____ *(Initial)*

Kitchen Use and Class Room Use Checklist- A contact person should be assigned for your group to assure the facility is clean and to go over the checklist when the event is over.

Clean up Contact Person: _____

Clean up Contact Number: _____

Note: Your event will be placed on the parish calendar when it has been approved. Dates will be reviewed after all documentation is received and conflicts will be resolved in May 2015. If there is a problem with your date the office will contact the event coordinator.

Church of the Little Flower
Rules for Use of School Cafeteria and Kitchen

Prior to the event, a key to the school and the kitchen pantry can be obtained from the Rectory. To request keys:

1. Email or call the rectory the DAY OF your event to request the keys for the rooms you will be using.
2. You may pick up the keys during office hours or if your event begins after the close of business, request that the keys are left in the mailbox by the rectory door.
3. Return the keys within 24 hours of your event either to the rectory or to the mailbox.

PLEASE NOTE IF YOUR EVENT FALLS ON A WEEKEND OR AFTER 5PM, THE PARISH OFFICES WILL BE CLOSED. (Office hours are Monday through Friday 8:30am-noon and 1pm – 5pm.) PLEASE MAKE ALL YOUR ARRANGEMENTS THAT REQUIRE PARISH STAFF PRIOR TO THE WEEKEND. THIS INCLUDES PICKING UP KEYS FOR YOUR EVENT.

If you drop off supplies to the kitchen then they need to be clearly marked with your event name and dated.

At the end of the event, the following MUST be performed:

- Make sure all garbage cans have liners. All garbage must be placed in the outside **brown** dumpster in knotted plastic bags. Do not leave garbage bags on the ground next to the dumpster. The dumpster is located in the parking lot between the Parish Center and School.
- Every effort should be made to recycle all plastic, cardboard and clean paper. **BLUE Recycling containers** will be available in the kitchen, cafeteria and hallway exit to the lower parking lot. Opened bottles should be emptied, rinsed and placed in a blue recycling container.
- All perishable food must be removed from the building. Do not leave any dairy products, especially milk, in the refrigerator. Edible food remaining after an event that will be donated to a food pantry or charity must be designated as such and removed within 48 hours. Contact Adele Rielly (908) 464-4164 for donations of edible food after an event.
- Do not leave frozen food or ice in the freezer.
- There are coffee pots for parish use. These must be cleaned, dried and returned to their storage boxes next to the freezer.
- Personal items such as plates, dishes, trays and food containers should be taken home at the end of the event. Items left behind will be discarded.

- Use of parish linen tablecloths is permitted as long as they are washed and returned with 48 hours.
- Plastic utensils and other supplies taken from the pantry must be returned to their appropriate storage container. Do not leave items loose on trays or plates.
- The sink area must be cleaned. All cleaning supplies must be returned to the cleaning bucket. All towels must be rinsed and hung to dry on the sink. All tables and counters should be wiped clean. The stove, if used, should be cleaned. All plastic tablecloths should be discarded.
- If needed, cleaning supplies will be stocked in the janitor's closet across the hall entrance of the cafeteria.
- Please take note of any items which have low inventory and check them off on the item list located on the clip board.
- Close and lock all open doors/windows and turn off all lights in the:
 1. Boy's Lavatory
 2. Girl's Lavatory
 3. Cafeteria
 4. Kitchen (2 sets of lights)
 5. Front entrance doors
 6. Pantry
 7. Rear hallway door
 8. Classrooms
 9. Hallways
- Floors must be swept and spills mopped up.
- Thermostats must be turned off.
- Fire Alarms – In the event of a fire, pull the levers of the alarms and call 911.
- Dishwasher – Instructions are posted in the kitchen.
- Sound System – Instructions are inside the sound system cabinet.

Remember, the school is used by many groups and it is everyone's responsibility to keep it clean and orderly. If the kitchen is not in order after your event, you will be asked to return to correct the situation.