



# Parish Building Usage Guidelines

## Internal Parish Groups Only

The Church Hall at the Most Holy Trinity campus is used by a wide variety of groups. (too many to name)

The Parish Hall and Religious Education Center located at Our Lady of Fatima campus **are primarily used for Faith Formation and meetings.**

We request that groups who would like to use space in any of these buildings follow these procedures and guidelines to avoid conflicts.

- ◆ Contact the Parish Office (203-269-8791) to request that the date, time and location you are requesting is available and have it reserved in the calendar schedule.  
***DO NOT PRESUME THAT PRIOR USAGE ASSURES THE AVAILABILITY.***  
***If possible, request your dates at least a month in advance.***
- ◆ A key for the space may be picked up in the Parish Office on the day of the activity between 9 am and 3 pm. Key should only be used for agreed upon activity- Any other use of building must be requested in usual manner through Parish Office/calendar. Please do not share the key with other individuals and /or make copies of the key. **The key is to be returned by 9:30 am the day following the activity to the Parish Office or MHT Rectory mail slot so that it is available for others.** If given a code to enter a building, the same applies- do not share with anyone else. Once the key/code holder has entered the REC building at OLF, the front door closest to the restrooms in the Parish Hall may be unlocked for participants. Door should NEVER be propped open to avoid critters. Once all participants have arrived, parish hall door should be locked for safety/security purposes.



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### Building Use & Care

- ◆ All spaces used should be cleaned and **returned to original set-up/tables, chairs** etc. Tables, wiped, floors swept, spills cleaned
- ◆ All trash placed in garbage cans with bags tied closed and/or taken out to dumpster. Replace can liner.
- ◆ If kitchen is used, make sure all items are washed, dried and placed back where they were found (coffeepot, serving utensils)- none of these items should EVER leave the parish building. Counter tops should be Sanitized. *Please spray the solution on a cloth wipe the countertop, then wipe dry.*  
Sanitation Solution prep 24 oz spray bottle: 24 oz of water + 3 ¼ tsp of Bleach. Take a test strip, dip it into the solution. Color should be between light purple and dark purple. If too weak, add a bit more bleach. If too strong start over.  
If preparing food in the kitchen, a Form 1B Reporting Agreement (attached in the packet) needs to be filled out and returned to the office after the event.
- ◆ All leftover food/beverages should be taken home unless prior arrangements have been made with either the office staff or Faith Formation staff.
- ◆ All lights turned off (including bathroom and kitchen lights). The Fatima Campus Hall light switches can be found on the stage. **The lights located in the middle of the Parish Hall can be switched on as you enter the hall nearest the AED unit. The 3<sup>rd</sup> light switch on the stage should not be touched. Do NOT under any circumstance use the circuit box to turn lights on or off.**
- ◆ If the stage in the Fatima Campus Hall is used and the screen put up, PLEASE return it to the DOWN position.
- ◆ Check bathrooms before leaving- be sure faucets are turned off, toilets are flushed, garbage picked up off floor



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- ◆ Return heat in parish hall to original setting (58 degrees) if turned up- air conditioning turned off
- ◆ Make sure all doors and windows are firmly closed and locked when you leave
- ◆ **At no time should the AED cabinets be blocked.**
- ◆ Please note: Students/youth should be well supervised at all times

The individual who picks up/holds the key/code accepts responsibility for maintaining these guidelines- (One) individual who is in charge of the function will be responsible for learning basic information about plugs, breakers, lights, heat, door locks, fire exits etc.

Designated key/code holder signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Notes:

**THERE IS A PLACE FOR EVERYTHING...**

**AND EVERYTHING SHOULD BE PUT BACK IN ITS PLACE!!!**

Your cooperation is greatly appreciated. Thank you.



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GROUP/ORGANIZATION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_

LOCATION BEING REQUESTED: \_\_\_\_\_

(MHT Campus Hall, Fr. Gene Room, MHT Church OLF Campus Hall, OLF REC Classrooms [Specify Room #(s)], McNally Room, OLF Church)

**DIRECTIONS:** Each group must complete this form and return it to the Parish Office at least **THREE WEEKS** prior to the date of your event or program. **PLEASE PRINT ALL INFORMATION.**

Name of Group or Organization: \_\_\_\_\_

Name of Person in charge of event: \_\_\_\_\_

Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of event: \_\_\_\_\_

Time reserved: Start: \_\_\_\_\_ End: \_\_\_\_\_ (including set-up/clean-up)

Time of event (Bulletin Purposes): Start: \_\_\_\_\_ End: \_\_\_\_\_

(Please submit bulletin request along with this form)

Number of persons expected at this event: \_\_\_\_\_

*We encourage you to use the standard set ups in all locations. We May not be able to guarantee the manpower required to set up and break down for various events at multiple locations and sometimes overlapping times.*

If you need a 'special' set up, please indicate it here

\_\_\_\_\_

Is your group able to BOTH set up and break down the hall returning it to its' standard set up for this event?    Y    N

If "NO" please complete the attached floor plan and submit to the office – someone from the office will contact you to let you know if this floor plan can be accommodated by staff.



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Does your group need to use church supplies? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If "YES" please list all the supplies and quantity that you will need – such as paper goods, coffee pots, trays, etc.)

QUANTITY	ITEM	ADDITIONAL ITEMS	
_____		QUANTITY	ITEM
_____	FORKS	_____	_____
_____	KNIVES	_____	_____
_____	SPOONS	_____	_____
_____	FORMAL NAPKINS	_____	_____
_____	EVERYDAY NAPKINS	_____	_____
_____	SMALL BOWLS 12 oz	<b>KITCHEN SUPPLIES</b>	
_____	LARGE BOWLS 16 oz	_____	SOS/BRILLO PADS
_____	DINNER PLATES 10"	_____	SPONGES
_____	LUNCHEON PLATES 9"	_____	DISH DETERGENT
_____	DESSERT PLATES 6"	_____	GLOVES
_____	UNCOATED 6" PAPER PLATES	<b>CONSUMABLES</b>	
_____	UNCOATED 9" PAPER PLATES	_____	REG COFFEE _____ DECAF
_____	HOT/COLD CUPS	_____	REG TEA _____ DECAF TEA
_____	COFFEE POT	_____	CREAMERS
_____	TABLE CLOTHES (Roll White)	_____	SWEETENER/SUGAR

***\*These items are paid for by the parish – if you would like additional or different items, you will be reimbursed from the profits of the event.***

My signature indicates that my group understands and will follow the guidelines for using these facilities. I have confirmed the date with the Parish Office, completed the floor plan (if necessary), submitted a bulletin announcement and completed this request form in its' entirety.

\_\_\_\_\_  
Signature of authorized group member

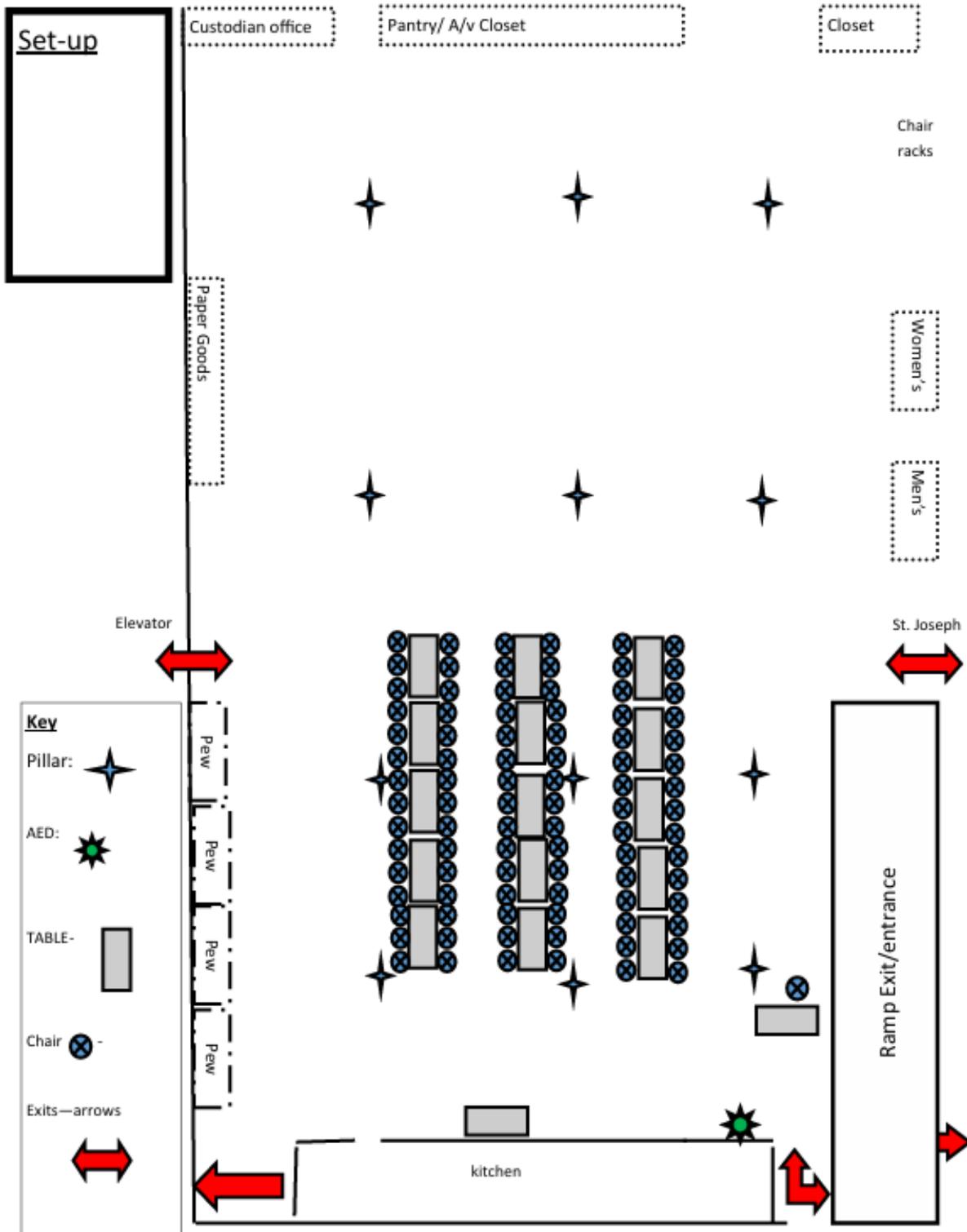
\_\_\_\_\_  
Date



# Parish Building Usage Guidelines

Internal Parish Groups Only

## Most Holy Trinity Campus Hall: Standard Set-up

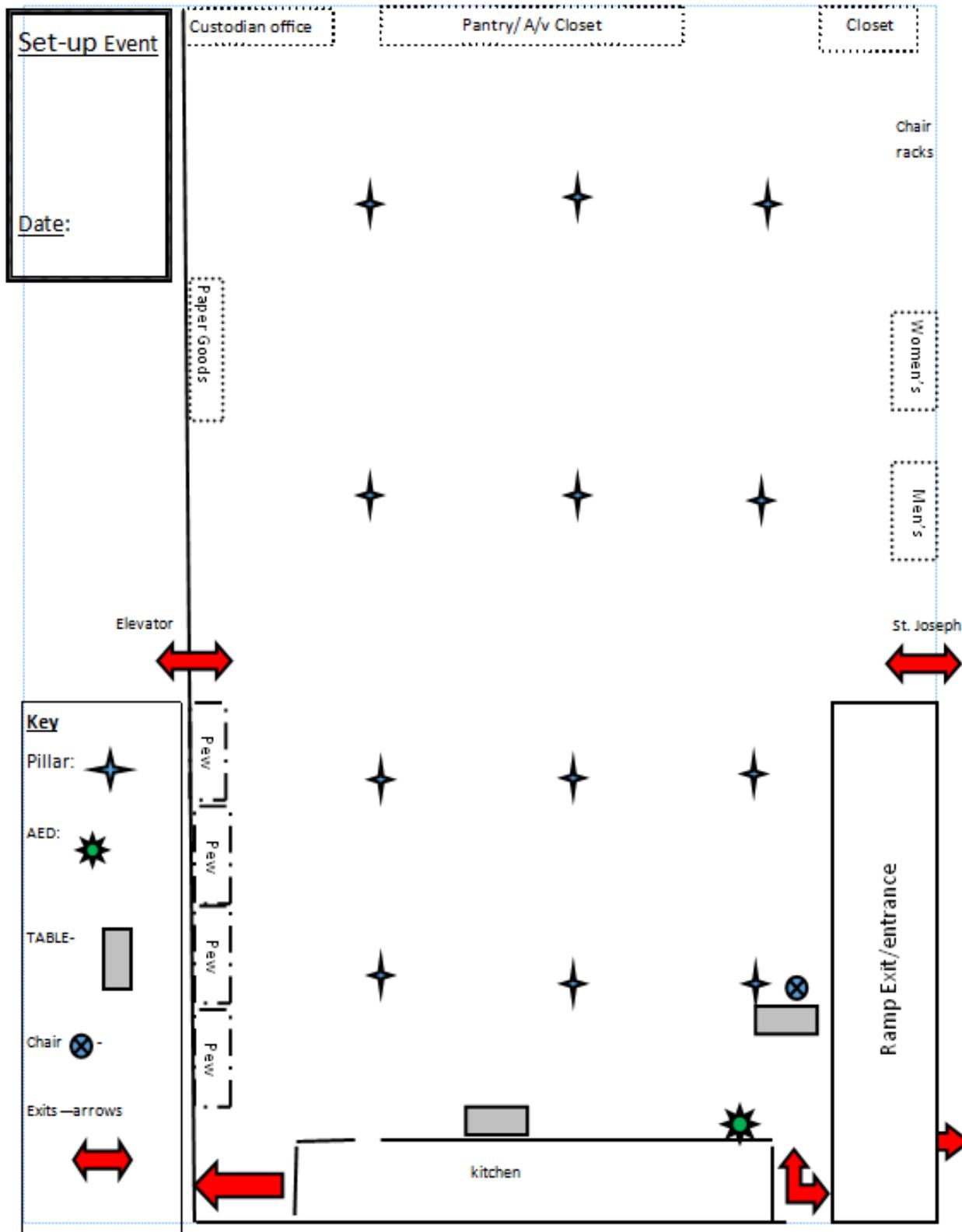




# Parish Building Usage Guidelines

Internal Parish Groups Only

## Most Holy Trinity Campus Hall: Requested Set-up

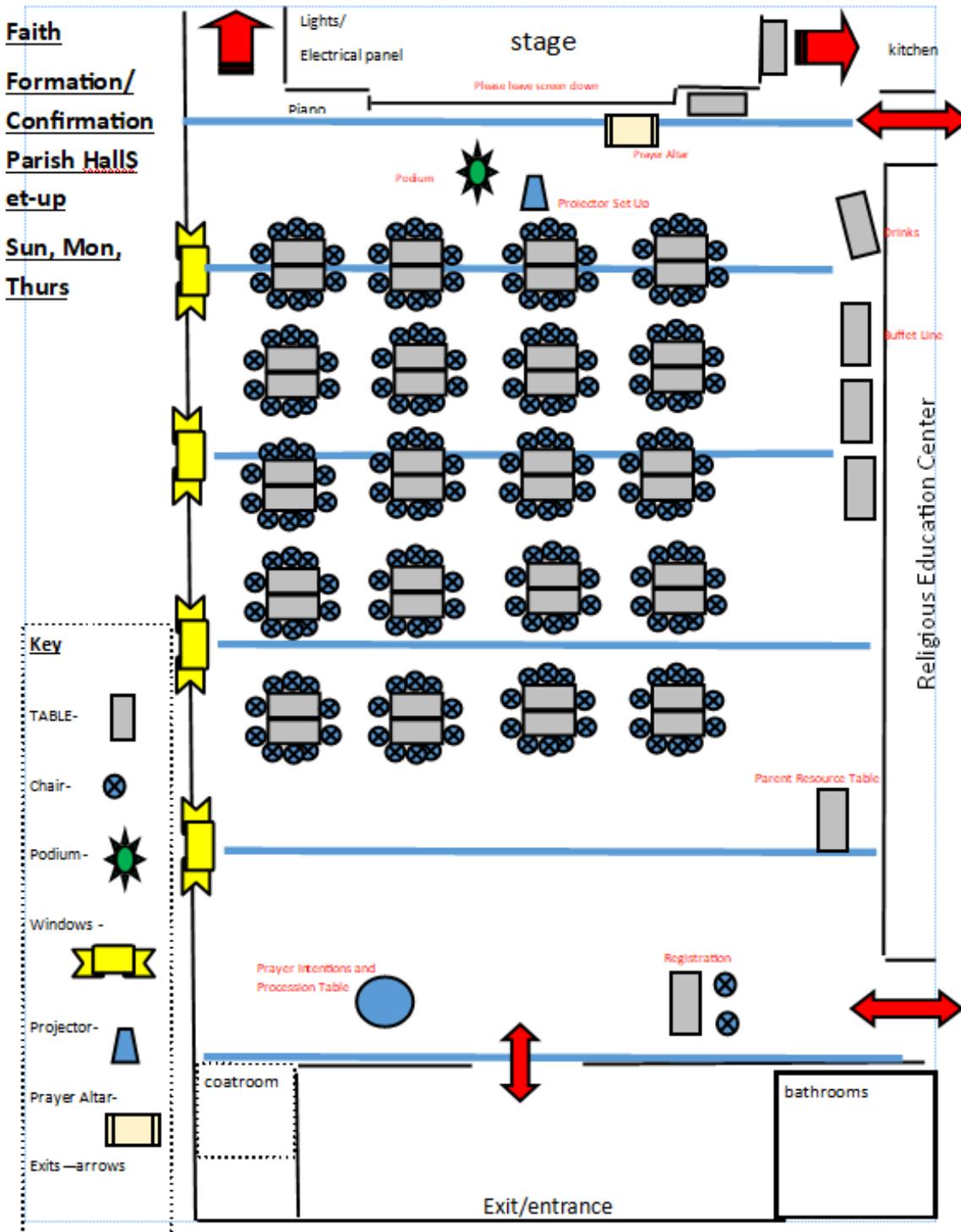




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### Our Lady of Fatima Campus: Standard Set-up

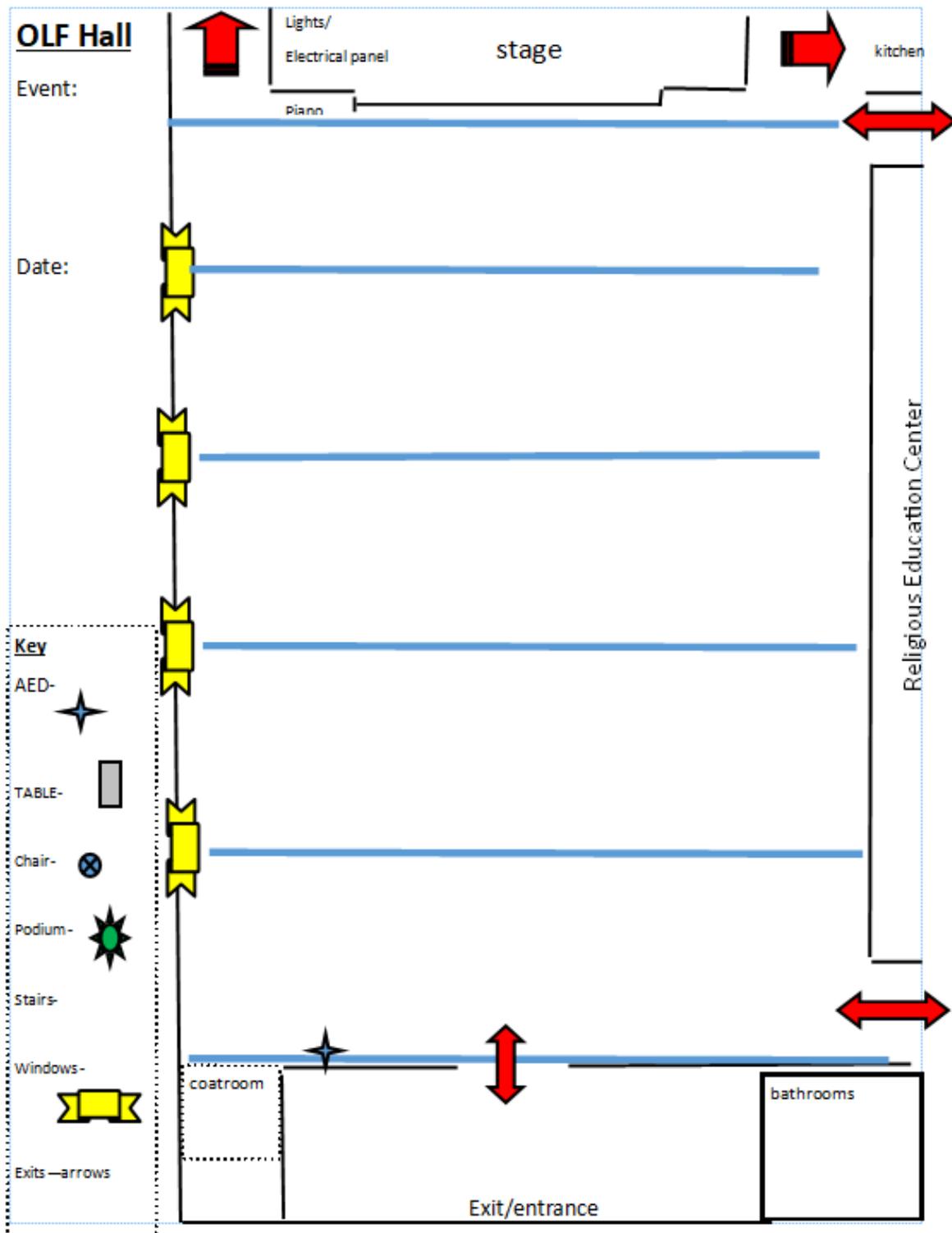




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## Our Lady of Fatima Campus: Requested Set-up





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After event debrief:

GROUP/ORGANIZATION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

LOCATION USED: \_\_\_\_\_

Notes: (Attach accident/property damage report if necessary – return to Parish Center or MHT Rectory with keys or by email to [church@mhtwallingford.org](mailto:church@mhtwallingford.org) by next day) IF NO ACCIDENT OR PROPERTY DAMAGE, PLEASE WRITE 'NONE'

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Name of Person in charge of event: \_\_\_\_\_

Thank you for your assistance in keeping our campuses clean and well kept.

For Office Use Only

Returned key: Y N Date/ Location \_\_\_\_\_

Accident Report: Y N

Property Damage Report: Y N



# Parish Building Usage Guidelines

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## ACCIDENT REPORT

(For Non-Employees)

\* = Required Field

MEMBER NAME

\* PARISH/SCHOOL

\* ADDRESS

\* CITY  \* ZIP

\* PHONE NUMBER  PARISH EMAIL

\* PERSON REPORTING

DATE FORM COMPLETED (MM DD YYYY)

\* DATE OF ACCIDENT (MM DD YYYY)  TIME OF ACCIDENT (H:00 A.M.)

WHERE ACCIDENT OCCURRED

WERE PHOTOGRAPHS TAKEN?

DESCRIBE ACCIDENT

PARTY INVOLVED-NAME  STUDENT?

IF STUDENT, PARENT NAME(S)

ADDRESS

CITY  ZIP

PHONE NUMBER  WORK NUMBER

DOB (MM DD YYYY)  SS#

INJURY/DAMAGE

TRANSPORTED BY  AMBULANCE?

WITNESSES (PLEASE INCLUDE ADDRESS AND PHONE NUMBER)

COMMENTS

**INSTRUCTIONS**

**FOR OFFICE USE ONLY**

- **SEND COMPLETED FORM TO Catholic Mutual Group, 467 Bloomfield Ave., Bloomfield, CT 06002, Phone No. 860-242-5600, Fax 860-726-9412, ekollar@catholicmutual.org**



# Parish Building Usage Guidelines

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### REPORT OF PROPERTY DAMAGE

\* = Required Field

MEMBER NAME \_\_\_\_\_

\* PARISH/SCHOOL \_\_\_\_\_

\* ADDRESS \_\_\_\_\_

\* CITY \_\_\_\_\_ \* ZIP \_\_\_\_\_

\* PHONE NUMBER \_\_\_\_\_ PARISH EMAIL \_\_\_\_\_

\* PERSON REPORTING \_\_\_\_\_

DATE FORM COMPLETED (MM/DD/YYYY) \_\_\_\_\_

\* DATE OF INCIDENT (MM/DD/YYYY) \_\_\_\_\_

LOCATION OF DAMAGE \_\_\_\_\_

WERE PHOTOGRAPHS TAKEN? \_\_\_\_\_

(Please take photos and submit)

DESCRIBE INCIDENT

GIVE POLICE REPORT NUMBER \_\_\_\_\_

(If vandalism or theft, police must be notified.)

DESCRIBE BUILDING AND/OR CONTENTS DAMAGE

**SPECIAL INSTRUCTIONS**

**FOR OFFICE USE ONLY**

- **SEND COMPLETED FORM TO Catholic Mutual Group, 467 Bloomfield Ave., Bloomfield, CT 06002, Phone No. 860-242-5600, Fax 860-726-9412, [ekollar@catholicmutual.org](mailto:ekollar@catholicmutual.org)**
- **MEMBERS SHOULD PROCEED WITH ANY EMERGENCY REPAIRS NEEDED TO PREVENT FURTHER DAMAGE.**
- **TWO ESTIMATES ARE REQUIRED FOR ALL NON-EMERGENCY REPAIRS, UNLESS PRIOR APPROVAL IS OBTAINED FROM CATHOLIC MUTUAL.**