

St. Martin de Porres
Usage Guidelines
Parish Ministries/Organizations

All use of facilities must be arranged through the Coordinator of Parish Communications and scheduled on the calendar. Dates cannot be in conflict with scheduled church services or events. The person making the arrangements for use of the facilities will be the responsible party and office contact. If the event is cancelled, please notify the office. **Contact Person: Laura Zordilla,** communications@stmartindp.org.

Please receive proper training before operating video projector and screen. Contact the Parish office. After proper arrangements have been made, you will need to come to the Parish office the business day before your event to pick up a key. The key is to be returned as soon as possible after the event.

Set-Up and Clean-Up Procedures:

- **Cars must park in SMdP parking area, do not park on the side of the streets in front of the neighbor's property.**
- Ministry/Organization must provide all food, seasonings, drinks, ice, serving supplies and paper goods (cups, plates, napkins, cutlery) as may be needed for the event. Any remaining perishable food items will need to be removed after the meeting or event.
- Emergency Exits must remain unblocked at all times.
- NO SMOKING ALLOWED INSIDE BUILDING.
- Proper caution must be taken to ensure that furniture and flooring are not damaged. This occurs most frequently by persons sitting on tables and dragging tables and/or chairs across waxed floors rather than picking the furniture up to position it.
- All floors are to be swept. If floors become marked and soiled, the marks must be removed and the floor mopped.
- Kitchen: Clean all countertops and sinks. Return all accessories to their proper location at the end of the function. Shutdown and clean any stove/oven used. Children under the age of 12 are not permitted in the kitchen.
- Blinds should be down and opened. No tape (with the exception of painter's tape), tacks, nails, or other method may be attached to the walls, windows, ceilings or fixtures at any time.
- If decorative candles are used, tables, counters, and floors shall be appropriately protected against damage. Under no circumstances are candles to be used in any manner which will present a fire hazard.
- All trash is to be put in plastic bags, tied, and taken to the dumpster. This includes the restrooms and any trash receptacles outside.
- Turn off all lights and ceiling fans and set heat/air conditioners to designated temperature by hitting the RUN schedule.
- All Doors must be locked at closing.
- Premises must be secured and vacated no later than 10:00pm.
- Some events may require special events coverage.

Any questions or notification of maintenance items, please contact the Parish office. Thank you!

October 11, 2017