

*St. Alphonsus Liguori Parish celebrates the living waters of Christ by nourishing our Catholic Community spiritually and academically so that Christ may be known in our world.*

### **St. Alphonsus Liguori Catholic Church Parish Activity Center (PAC) Policy**

We welcome our ministries and organizations to enjoy the use of this facility for events deemed by St. Alphonsus Church to be in the best interest of the parishioners.

- Scheduling of this facility must be done through the Church Office by filling out a set up form and identifying needs. Check with Mark first before helping put away tables and chairs.
- Tables and chairs will be provided.
- Non ministry/school events will be charged the Diocese insurance (2 weeks in advance), and an additional fee for usage of facility.
- Access to the PAC is by code, inquire from Krystal in office for a code for non-ministry events.
- Children/minors must be supervised by an adult at all times, in and outside of this building.
- The nursery may be used with permission from the Staff, with a background checked adult supervising.
- The use of tacks, nails, screws, glue or any unapproved adhesive is strictly prohibited. If you wish to put up decorations of any kind, prior approval must be obtained from Krystal in the St. Alphonsus office. Any necessary amendments to the signed agreement will be made to ensure compliance with this policy.
- No smoking, vaping or illegal substances allowed in the building or under the pavilion.
- Alcohol may not be brought into the building or onto the grounds without prior written approval of the Staff.
- Remove all items brought into the PAC, leaving the building clean.
- Any damages should be reported to the Staff. Damages may be charged to the user.
- Before leaving the PAC, make sure all doors are closed and securely locked, and light switches left on.
- Security may be required depending on the event.
- Any disregard of these policies may result in not being allowed to use this facility.

### **Mother Teresa Kitchen**

To ensure safety and cleanliness when using the equipment remember to turn off all equipment used: coffee machine, warmer, oven, and stove and make sure to wipe up any spills.

If using the following:

- Dishes, serving utensils and trays: wash and put them away
- Wipe counter tops
- Rinse and wipe out the sinks to remove food particles
- Make sure the refrigerator, freezer and ice maker doors are tightly closed
- All food and beverage must be removed after each event
- For large events, take the trash to the dumpster by the school on Frenchtown Rd.
- For small events, tie the trash bag and leave in the garbage can

*The Staff reserves the right to revise these policies to address issues that may arise.*

**I accept these policies and will abide by them.**

Ministry/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Church Staff Liaison: \_\_\_\_\_