



Parish Hall/Kitchen

Policy of Usage

St. Gregory the Great Catholic Church

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The use of the Parish Hall/Kitchen is subject to the following rules and regulations:

Who may use the Hall/Kitchen

- Current Registered St. Gregory the Great Catholic Church Ministries
- Receptions for St. Gregory the Great funerals. (A part of the Ministry of Consolation)
- Special Events Related to St. Gregory the Great Catholic Church Ministries

The Hall/Kitchen cannot be used for:

- Wedding Receptions, Birthday Parties, Anniversaries, Quinceneras, etc.
- Non-Affiliated Groups, even if one or more members is a parishioner.

Scheduling requests for the use of the hall/kitchen must be submitted to the Parish Office. Request forms can be found on the website, filled out and submitted. Requests are scheduled upon availability and first come first serve basis.

Keys and Lock-up Procedures will be discussed at that time. The day of the event, one designated person from the ministry must pick up the key to the hall from the parish office. Keys are limited so it is important the key be returned the following day.

Storage Facilities

At this time, there is no available space for storing supplies for ministries or special events. Do not drop off event items before the scheduled day and time of your hall reservation.

If an event requires blocking off part of the parking lot, barriers will be provided on request. Blocked areas will need approval.

A bike rack is available for use and is located by the back dumpster.

Tour of the Kitchen and Hall available upon request to discuss:

- Fire extinguishers
- Bathrooms
- Tables and chairs.
- Ice machine
- Appliances
- Air Conditioning/heating
- Lights
- Unlocking and locking doors

Training will be required for use of the kitchen.— Contact Pat Rasmussen at 858 693-1880. One member of the ministry must be trained in proper use, safety and clean-up procedures prior to operating professional grade kitchen equipment.

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Table and Chairs

Leave all tables and chairs set up unless told otherwise. If more chairs or tables are needed, they are located in storage room in the back of the kitchen. Do not move tables or chairs through the kitchen area. Please use outside doors to prevent injury or damage to floors and doors. If you wish to use church tablecloths, they must be reserved and signed out.

Hall Setup

The hall can be set up for use provided the Parish Office knows in advance what the specific needs are. The hall can be divided into six different rooms. Under no circumstances are the walls to be opened or closed. They are locked in place and moving them could cause damage to the wall and serious injury if they were to fall down.

Ministries will be assigned rooms they can use depending on number attending the event and availability. There will be times when two or more ministries will be meeting at the same time. We cannot regulate everyone's activities or agenda, and sometimes it is impossible to have total quiet. If you are planning to have a special meeting of meditation or prayer you may want to check with the Parish Office if any other ministries are meeting at the same time and plan accordingly.

The dry boards on the movable walls can be used by any group. **Erasable** marking pens **only** are to be used on the boards and make sure the boards are cleaned with the erasers provided.

Clean Up of Hall/Kitchen

ALL COMMITTEES AND/OR GROUPS using the parish hall for an event of any kind, whether it be day, evenings, or weekends, will be held responsible for cleaning and **MUST REMOVE AND PROPERLY DISPOSE OF ALL TRASH INTO THE DUMPSTER**. They also will be required to clean off tables and remove any decorations. St. Gregory decorations must be clean and put back where they were stored. Tablecloths must be cleaned and returned promptly before next scheduled event (please check with office).

Kitchen Clean-Up

- Clean all counters and cookware
- Clean all appliances that were used during the event.
- Remove all excess food and drinks not consumed at event.
- Do not leave any food in the refrigerator or freezer.
- Sweep and Mop floor, if necessary. (Cleaning tools can be provided)
- Removing all trash and disposing into dumpster is a **MUST** for sanitation purposes.