



# *Facility Use Commandments*

**It is requested that each ministry or group using our building facilities or areas comply with the following guidelines. It is hoped that these guidelines will not be seen as restrictive, but rather will be understood as necessary to protect the spiritual environment and the beauty of our parish home.**

## St. Gabriel the Archangel Catholic Community Facility Use

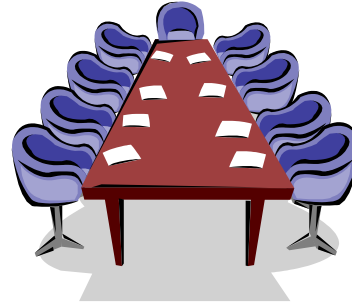


The facility of St. Gabriel the Archangel Catholic Community is a valuable and important asset. Many community functions and events depend on the facility being available and in good condition. For that reason, we have established the following basic minimum requirements for using the facility. We urge each user to support us in keeping the facility in top shape by complying with these guidelines. We recognize that we cannot write guidelines to cover every situation, and therefore we rely on the good intentions of our parishioners.

Whenever you need to use any part of the facility please plan ahead and make arrangements with the office to reserve the rooms, including the kitchen, storage areas, halls, and outside areas. If you would like to borrow from the facility, please contact one of the staff to help you get the needed approval and reserve the items.

Building hours – **The buildings close at 9:00pm.** Please be sure that your meeting is done, **and** you are leaving by 9:00. Operations expenses increase when you stay late. Periodically exceptions can be made but we need to keep those to the bare minimum so use them wisely.

## Conference Room Use Guidelines



- ✚ In recognition of our spiritual mission, we encourage a starting prayer to seek God’s guidance and blessing for our work.
- ✚ Reserve needed space in advance. We will accommodate last minute requests on first come – first serve basis.
- ✚ Please report any damage or problems with your meeting room to the office.
- ✚ Please return the room to the way it was before you used it.
- ✚ Each group using a room is responsible for leaving the room as clean as possible.
- ✚ Parents are responsible for the behavior of their children, and we ask that respect for our place of worship be shared with our youth.
- ✚ Children must not be left unattended or allowed to wander without adult supervision.
- ✚ The rules of our Safe Environment policy must be observed (contact the Safe Environment Director for a copy of this)
- ✚ All function and ministry leaders must be familiar with the St. Gabriel’s Emergency Procedure handbook.
- ✚ Use of a room or area includes the responsibility for securing the room before leaving
- ✚ Turn off all lights and appliances
- ✚ Close all curtains
- ✚ If you know you are the last to use the room for the day, the room should be locked.
- ✚ If you are the last to leave the building, please observe the security and lock-up guidelines as posted by the security code pad. (If you do not have a security code and need one contact the Facility Director). Our goal is to have a staff member lock the building.
- ✚ A closing prayer is encouraged to praise God for his gifts, ask for the safety and well being of all attendees, and to seek God’s support for our work.
- ✚ Any food related trash should be taken to the dumpster.
- ✚ Excessive amounts of trash should be taken to the dumpster. Please be aware that our cleaning crew does not clean our building every day. Any trash on the floor (boxes, etc.) must be marked as trash or the cleaning crew will not take it out.

## Kitchen Use Guidelines



- ✚ Any group using the facility review these Kitchen Use guidelines.
- ✚ Cleanliness is critical to keeping the kitchen safe. **After each use, the posted kitchen checklist must be completed, and signed by the group leader.**
- ✚ Use of the kitchen is to be scheduled like any other facility meeting room. This must be done through the operations administrative assistant. It is strongly advised to specify needed appliances and refrigerator space, as well as set-up time.
- ✚ Removal of any kitchen items is by permission only and must be approved by a staff member. All items must be returned clean and in good condition as soon as possible.
- ✚ Any damage or problems with any of the kitchen appliances or equipment should be reported to a staff member immediately.
- ✚ Any stored food must be packaged correctly and not left out in the open.
- ✚ We ask that care be taken to order only enough food for your event, to reduce waste. When there are significant leftovers an effort should be made to see if they can be used up by another ministry or taken to the Samaritan Inn. We do not have space for long-term storage of anything.
- ✚ Large amounts of trash should be bagged and taken to the garbage dumpster by the garage. Please use the dumpster and not expect someone else to move it for you. Please put recycle materials (and nothing else) in the blue totes.
- ✚ **No function is complete until clean-up is finished. (Floors swept and mopped; trash cans emptied into dumpster and bags replaced; appliances cleaned and gas turned off; all utensils put away).**

## Borrowing from the Facility

All items in the facility are property of St. Gabriel the Archangel Catholic Community.



### Rules for borrowing from facility;

- ✚ Facility Director must approve.
- ✚ Facility Director will determine if the items are available to be borrowed.
- ✚ Only parish sponsored activities will be allowed to borrow.
- ✚ Items must be returned at the agreed upon time.
- ✚ Items must be returned clean and in good condition.
- ✚ Items must be returned to location they were removed from.
- ✚ It is your responsibility to move items needed. Staff is generally not available to assist.
- ✚ If items are damaged while being used notify a staff member
- ✚ Plan ahead. Let us know as soon as possible what your needs are.

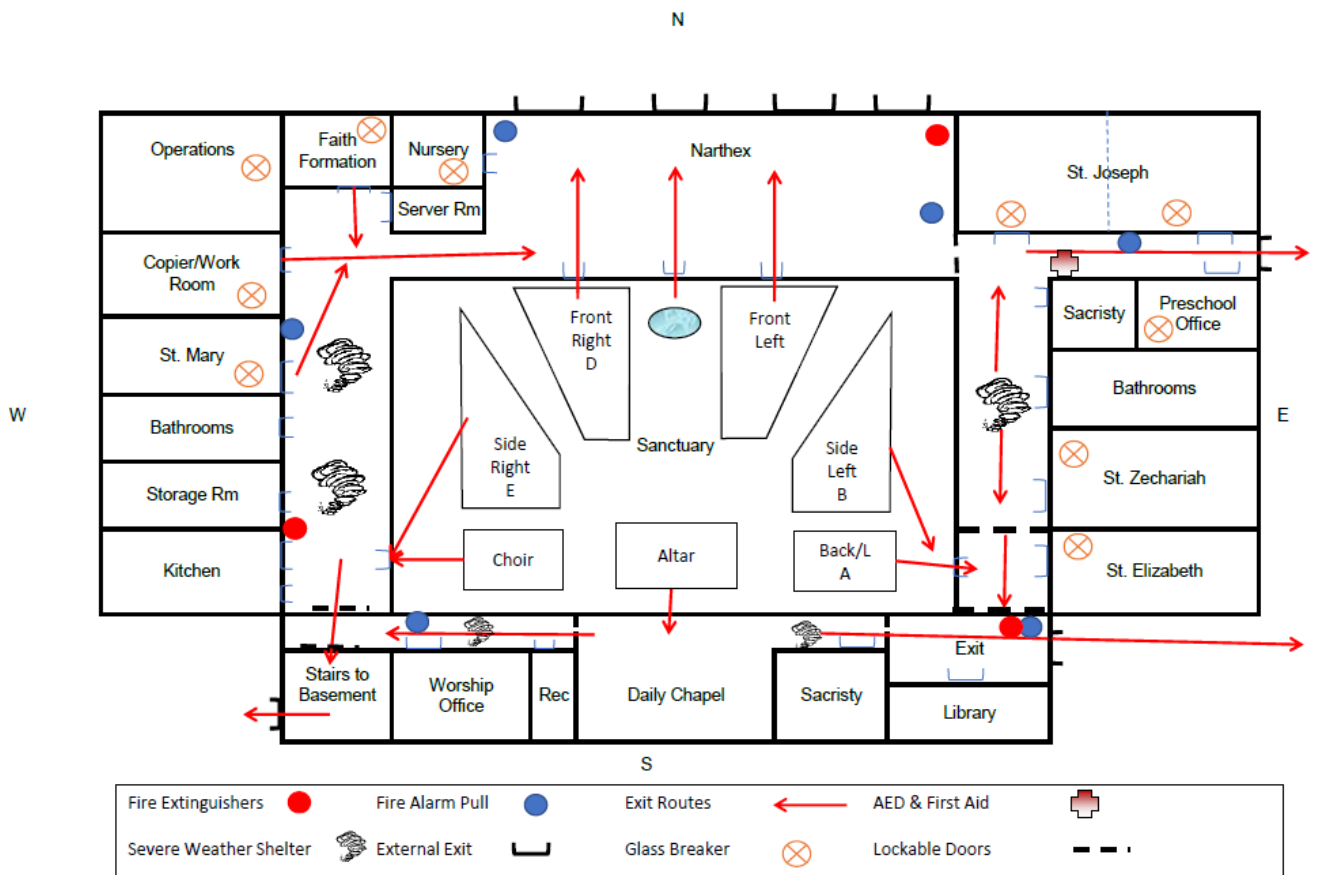
### Procedure

1. Go to this link and fill out the requested information:  
<http://www.stgabriel.org/equipment-loan-request-form>
2. Once you have obtained approval make arrangements with a staff member, so you can check out and pick up the items.
3. Notify a staff member once items have been returned so that they can be checked in.

Building exits and Safe Locations



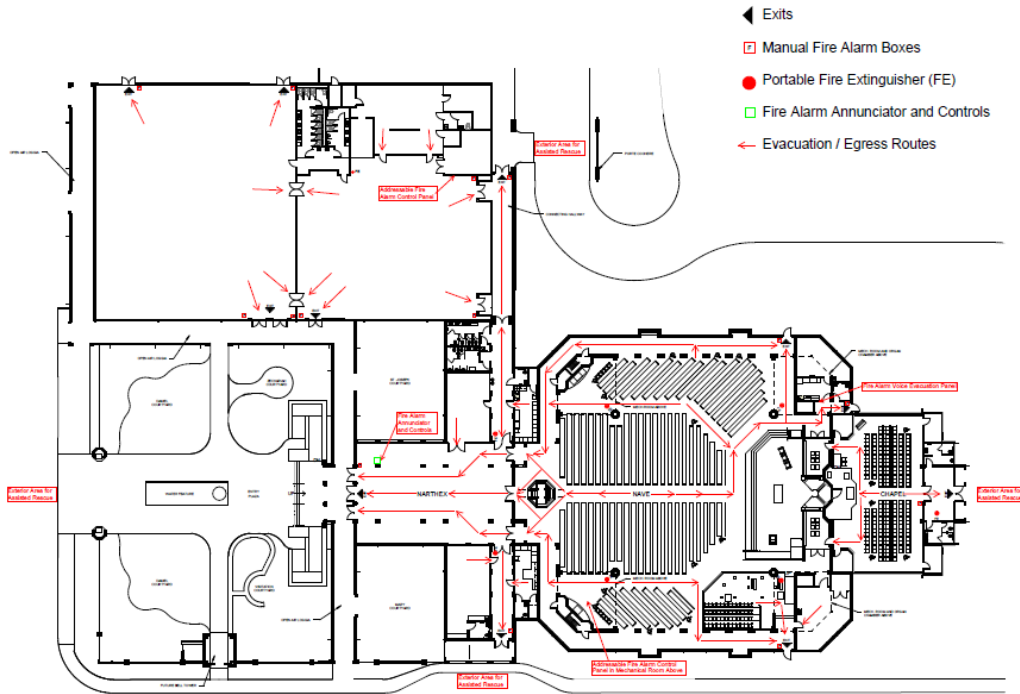
Kelly Center Evacuation and Shelter Plan



Church and Community Center Evacuation and Shelter Plan

St. Gabriel Catholic Church  
Fire Safety Floor Plan

Fire Safety Floor Plan Legend



## Kelly Center Thermostat Operation

Thermostats for meeting areas are located in the following locations:

1. St. Joseph's room – located in that room.
2. St. Zechariah room– located in St. Elizabeth room.
3. St. Elizabeth room – located in that room.
4. Kitchen – located in that room.
5. St. Mary room – located in Copy room.
6. Copy room – located in that room.
7. Nursery – located in Parish Offices



Operation:

The thermostats are set-up to control the temperature at a set point during those hours established as “occupied” or normal business hours. The temperature has been programmed to be comfortable during typical use. During “non-occupied” hours the temperature is allowed to go higher/lower to conserve energy.

Simply touching the screen “wakes” the unit up and shifts it into a temporary “occupied” mode.

The thermostats have an LED screen with several “buttons”. **The only buttons that have any meaning for the average occupant are:**

- **The up and down arrows** – You can use these arrows to change the temperature +/- 5 degrees. **Typically, only 1-2 degrees is all that is required. Changing it more does not make it heat or cool faster.**

NOTE: Pressing any other buttons will only delay or interrupt achieving the temperature you are seeking. The buttons other the **up and down arrows**, are for technical servicing of the system only.





**UP and DOWN arrows**  
Changes temperature 5 degrees



Pushing any other buttons will only interfere with the system response.

### Church Building Thermostat Operation

Thermostats for meeting areas are located in the rooms.

Operation:

The thermostats are set-up to control the temperature at a set point during those hours established as “occupied” based on when the rooms are typically used. The temperature has been programmed to be comfortable during typical use. During “non-occupied” hours the temperature is allowed to go higher/lower to conserve energy.



Turning the dial 2 times in either direction shifts it into a temporary “occupied” mode.

The thermostats have an LED screen. In the lower left corner of the screen is small picture of a building. When the picture of the man moves into the building, it is in “occupied” mode.

The dial allows you to adjust the temperature up or down a few degrees if needed.



If you are the last person in the building and you do not have a security code to set security contact Ken Hodes at the number listed below



PROCEDURES FOR SECURING THE BUILDINGS

1. Lock front entry doors to keep anyone who does not have building access from entering the building.
    - a. All metal and glass doors have a panic bar on them. Check each door by pushing on the door, not the panic bar. If the door opens check the panic bar and if it is pushed in you must use the ratchet key to release the bar so the door will lock.
  2. Walk through the building.
    - a. Check each room for people or coffee pots left on
    - b. Lock all doors that have push button locks
    - c. Turn off all lights in rooms and hallways (bathroom lights in parish center are automatic, do not turn them off)
- 1) Set alarm
- a) Wait for the green “ready” signal. If the display notes a problem, check the noted area (i.e. a door not closed etc.), and resolve it. If you have checked everything and there is still an error, try pushing the reset button on the panel. If that fails call the Tel-Guard Central Station, Ken or Brent for help.
  - b) Leave through the doors by the security panel. Using any other door will set off the alarm.**
  - c) You have 60 seconds to exit
  - d) **Use your code only, guard your code from unauthorized use**

**Important phone Numbers**

**Tel-Guard Central Station - 214-741-6055 (for alarm notification)**

**In case of problems with system**

Ken Hodes                      972-489-3858

Brent Simon                    214-551-0414

**Emergency 911**