

# St. Therese General Campus Guidelines

Facilities Scheduler: Christine Leal, [cleal@sainttherese.net](mailto:cleal@sainttherese.net)

Facilities Maintenance Director: Dave Conklin, [dconklin@sainttherese.net](mailto:dconklin@sainttherese.net)

These are some basic guidelines that are in place when using any of the facilities on the St. Therese campus:

1. A *Meeting and Event Request Form* must be on file with the parish office at least 2 weeks prior to the event including set up/clean up times and set up requests. **This online form should be filled out for both in person and virtual meetings and events: [sainttherese.net/facilities-scheduling-forms](http://sainttherese.net/facilities-scheduling-forms)**
2. **Due to COVID-19, social distancing requirements mandated by the Governor of the state of North Carolina must be followed. It is very important that your ministry adheres to our room capacities. Ministries may NOT rearrange the rooms without approval from our Facilities Maintenance Director, Dave Conklin.** Current capacities can be found on the online *Meeting and Event Request Form*.
3. At least 2 weeks prior to the event, we require requests for any special equipment, (microphone, sound system, TV/DVD, projector, stage in MPR) and that any deliveries for the event be scheduled with parish staff.
4. **No "room-hopping"** please. With the exception of the restrooms, access is permitted only to the room (s) requested and identified on the Room Reservation Confirmation.
5. The facility will only be available for the assigned time that has been scheduled. Should additional time be needed, please communicate with the Facilities Scheduler.
6. If an event is cancelled, the group or individual who made the initial reservation is responsible for notifying the Parish Office as soon as possible in writing. Email [cleal@sainttherese.net](mailto:cleal@sainttherese.net) **AND** complete an updated form online [sainttherese.net/facilities-scheduling-forms](http://sainttherese.net/facilities-scheduling-forms).
7. Please be respectful of others meeting on campus. Loud or lengthy conversations should not be held in the hallways.
8. Please be respectful of the working office staff.
9. **Children must never be left unattended.** All children under 16 must be supervised by a parent or authorized adult. Failure to comply will result in cancellation of future room reservations and privileges to use the facilities.
10. **Due to COVID-19, any food available at your event must be individually wrapped and any drinks must be pre-packaged in individual servings. Buffets and self-serve food options are not allowed. We encourage you to have your members bring their own food and drink to minimize risk.**
11. If food or beverages are permitted by, or provided by your group, you are responsible for disposing of the remnants and cleaning the room before you leave. Small trash cans in classrooms can be emptied into large trash cans located in the Multi-Purpose Room or kitchen, or taken directly to the dumpster. The dumpsters are right outside the Administration Building next to the Parish Life Center (PLC). Small trash cans with a new liner must be returned to the classroom.
12. **Rooms are not equipped to accommodate materials storage.** All materials used are to be removed at the close of each meeting when leaving the facility. Any unclaimed items will be discarded.
13. We prohibit decorations of any kind being affixed to the walls and doors or hung from the ceiling.
14. Rooms should be left clean after your meeting/event and White board should be wiped clean. All rooms have cleaning wipes and paper towels, a broom and a dust pan for your convenience.
15. Reserved equipment should be left in the room when you are finished.
16. **Lights should be turned off** after the completion of each meeting or activity.
17. **Persons or groups using the facility must be finished when the meeting is scheduled to end.**
18. If the group is the last one scheduled, the cleaning staff will be scheduled to lock the room/building at the designated time.
19. **Due to COVID-19, the church will not schedule back-to-back events to allow time to sanitize the space.**
20. For larger events and those involving significant cash transactions, St. Therese may require security personnel to be present during the event for the safety of people in attendance or for the protection of church property. Security personnel will be paid by the group using the facility.
21. St. Therese Catholic Church and its campus are smoke free.
22. Many people use this campus. Please be a good steward of the campus and clean up any mess you make to help keep our facilities looking great!



### Administration Building

1. The doors leading to the Parish Office and Parish Office Hallway will remain locked. Ministry Leaders will need to make arrangements with Parish Office Staff to pick up any needed materials or forms.
2. Each Commission/Council has a mailbox in the Administration Building in the hallway across from the Nursery. Please check your mailbox on a regular basis. You may use this mailbox to leave items for other members of your ministry to pick up, or they may leave items for you in the mailbox. To access your mailbox, please check in with the Parish Office if the hall doorway is locked.
3. Financial and Deposit forms should be requested from Mike Kilburn, Operations Assistant, at [mkilburn@sainttherese.net](mailto:mkilburn@sainttherese.net).

### Multi-Purpose Room (MPR)

1. Set up requests (or a detailed layout) MUST be submitted at least 2 weeks prior to the event for planning purposes.
2. The custodial staff will complete the set up prior to the event start time. Please make sure you leave the MPR set up as you found it in case another group is using the room after you are done.

### Kitchen

1. **Kitchen training is required.**
2. Responsible party must be up-to-date on training before the kitchen can be used for events.
3. Please contact Dave Conklin, Facilities Maintenance Director, at 704-664-3992 ext. 2108 or [dconklin@sainttherese.net](mailto:dconklin@sainttherese.net), to set up a time for this training after your event date has been confirmed.
4. **Paper and plastic products** (plates, cups, plastic ware, etc.) are available in the kitchens for use by St. Therese ministries. These must be requested from Dave Conklin 2 weeks prior to your event.
5. **The kitchen must be cleaned after your event.**
  - a. The **Kitchen Checkout** binder in the kitchen contains a checklist of the required cleaning that must be completed after your event.
  - b. The list includes equipment, floors, etc., that must be cleaned before the kitchen is left for the next users.
  - c. After completing the cleaning and checklist, sign the checklist form and leave it in the Log Book for review by Dave Conklin the next business day. If the kitchen is not cleaned to the standards we require, the responsible party will be called back in to finish the cleaning.

### First Aid/Safety - Location of First Aid Kits and AEDs

The locations for our Primary First Aid Kits and AEDs each have a sign on the wall to help you find them quickly.

1. Primary First Aid Kits are located:
  - a. At the Welcome Desk in the church
  - b. In the Multi-Purpose Room near the water fountains
  - c. In the St. Ignatius Day Chapel Narthex
2. Additional First Aid Kits in "less public" places
  - a. In the Faith Formation Office
  - b. The working Sacristy in the church
  - c. The Parish Office storage room
  - d. The Parish Life Center Kitchen
  - e. The hallway outside of the Nursery
  - f. Each classroom has a simple sandwich Ziplock bag with a few items – courtesy of the Building & Facilities Commission's Safety Ministry.
3. AEDs are located:
  - a. In the Church Narthex near the Ministry check-in desk
  - b. In the Multi-Purpose Room near the water fountains
  - c. In the St. Ignatius Day Chapel Narthex

5-06-2021 LMC

**Love God, Follow Jesus, Serve All!**