

St. Anthony Church

Procedure for Facility Usage 220 Sierra Street / Parish Hall

Event Requirements:

- The chairperson for the event is the single point of contact.
- The chairperson is responsible for key check out and return. Keys are to be returned to the rectory the day following the event.
- Children under the age of 18 must be supervised at all times.
- **Children under the age of 12 are not permitted in the Kitchen at any time.**
- Any damage of any type will be the responsibility of the group using the facilities. Report all damages to Abner Espanola, Business Manager at (310) 322-4392 x442.
- Adults are responsible for turning on all lights and gas to oven. If the oven is to be used, you **must** turn on the oven exhaust fan at the same time the gas supply to the oven is turned on.
- All entry/exit doors must be locked and secured before departure.
- Remove all items not belonging to the parish. If the event is a school function remove school items to proper storage area.
- **Smoking is not allowed** in the building at any time and cigarette butts must be disposed of properly.
- Set up and clean up are the responsibility of the user. Return all chairs, tables, audio/visual equipment to proper storage area. The Facilities Manager will conduct a walk thru the day following the event.
- The gymnasium floor has a urethane finish which scratches easily. **Do not drag** items across the floor. **Do not use any tape** on the floor. High heels or shoes with taps are not allowed.

- Surfaces in the hall are to be free of tape and all adhesives.
- No liquor is to be sold or brought in without proper licensing. No liquor is to be served without permission of the pastor.
- All trash must be disposed of into the dumpster. Floors must be swept and wet mopped. The kitchen floor is to be left free of all debris and wet mopped. **All kitchen equipment is to be left clean and free of dirt, grime and garbage, and properly stored.** The deep fryer is to be cleaned and oil removed from facility. Remove and dispose of grease from the grills. The restrooms are to be swept, and trash to be emptied. All rooms, hallways, and entries are to be left clean. Remove all articles of clothing after every event.
- Failure to abide by the above rules and regulations will result in a **\$250 cleaning fee.**
- If you have any questions regarding these policies and procedures call Abner Espanola, Business Manager at (310)322-4392 x442.

Event _____
Date _____ Time _____

I have read and understand the above and agree to meet the requirements.

Signed _____ **Date** _____