

CHRIST THE KING
McLOUGHLIN CENTER / MARY MARTHA HOUSE / CAFETERIA GUIDELINES

It is the intent of this notice to offer guidelines to keep our facilities in good order. Scheduling of these facilities for Parish Organizations is done on a "first-come/first-serve" basis. We do try to make our facilities available for Diocesan activities and community groups. We do limit community groups to two (2) functions per year.

It is requested that each Christ the King organization or group sign and return the enclosed as an acknowledgement of your group's approval of these standards set forth for all group members and their activities. Please retain a copy for your reference.

1. All set-up and decorating will be done in conjunction with and under the supervision of the parish maintenance staff. A layout diagram must be submitted and approved two (2) weeks prior to the scheduled event. This must include any kitchen/refrigeration/supply needs. The lift can be used if scheduled by adults only (no children should be near the lift at any time).
2. Any food items found in the refrigerator or freezer are not for general consumption. All foods belong to specific groups. Use of the cafeteria freezer, refrigerator, or kitchen must be cleared through the Cafeteria Manager. The cafeteria kitchen is not available to any group on a school day between 11 a.m. and 3:00 p.m.
3. Any food or utensils brought into the kitchen or workroom for an event must be removed at the conclusion. **DO NOT LEAVE LEFTOVER PERISHABLE FOOD IN THE REFRIGERATOR OR FREEZER.** Do not remove any items belonging to the facility; you must provide your own carryout containers.
4. Parish organizations may use the paper products in the supply room provided they check the availability of supplies with the parish maintenance two (2) weeks prior to the event.
5. General clean-up will be done by the organization using the facility. All tables, counter tops, and sinks must be cleaned. If you use any of the dishes, silverware, or coffeepots, they are to be cleaned and put back where they were found. The floor should be swept; brooms are located in the kitchen/workroom. Please remove tablecloths, shake over garbage cans, and place in service area. If possible, please be sure garbage is bagged and left in back service area of the parish center or workroom in the Mary Martha House or inside by the rear double doors of the cafeteria.
6. If you bring in supplies, equipment, etc. for the event, they must be removed at the conclusion of your activity.
7. Christ the King Parish is not responsible for articles left in the building. If security is necessary, it will be the responsibility of the organization to make their own arrangements.
8. Smoking in any parish building is NOT permitted.
9. We do not rent our facilities. A donation is always welcome but not expected. Depending on the nature and size of the event, we may require a setup and cleaning charge.
10. Damage sustained through negligence or blatant disregard of parish property will be charged to the group involved. The pastor reserves the right to refuse the use of all facilities at any time.
11. If a Mass is part of your event, this must be scheduled with the Director of Liturgy. Altar servers must be requested through the parish office; music should be scheduled through the parish Music Directors.
12. Mary Martha House Only:
 - a) **DO NOT** enter the 3rd floor for any reason.
 - b) First floor Storage area can only be entered with the permission of maintenance.
 - c) Each ministry is required to furnish maintenance with a current inventory, contact name, and phone number. This inventory is to be updated on an annual basis.
 - d) Carts for your use are available and **MUST** be returned to the same place before leaving.
 - e) Balcony Rules: Children must be supervised at all times and **NO** chairs are permitted on the balcony.

I/We have read and agree to the above guidelines for use of Christ the King parish facilities.

Signature of Authorized Representative

Date_____

Name of Organization or Staff Member