

**ST. FRANCIS OF ASSISI CATHOLIC CHURCH**  
328-B WOODSWAY LANE NW  
LENOIR, NC 28645  
(828)-754-5281 ❖ STFRANCISLENOIR@CHARTER.NET

## **Parish Hall & Kitchen Policy of Usage**

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

### **Who may use the Parish Hall/Kitchen**

- Current Registered St. Francis of Assisi Ministries
- Receptions for funerals. (A part of the Ministry of that coordinates the Funerals)
- Special Events Related to St. Francis of Assisi Ministries

### **The Hall/Kitchen cannot be used for:**

- Non-Affiliated Groups, even if one or more members is a parishioner.

**Scheduling requests** for the use of the hall/kitchen **must be done** through the Parish Office. Requests are scheduled upon availability and after giving priority to the activities related to our Faith Formation Program. All the other available dates will be first come first serve basis.

**Keys, Lock-up and Restrooms:** Keys procedures will be discussed at that time. All restrooms should be checked, and all exterior doors should be checked to insure they are locked before leaving. At this time, there is no available space for storing supplies for any ministry or special events. Do not drop off event items earlier than two days of the scheduled day of your hall reservation.

Upon request you are welcome to tour the Kitchen and Social Hall to get familiar with:

- Fire extinguishers
- Bathrooms
- Tables and chairs.

One member of the ministry must be trained in proper use, safety and clean-up procedures prior to the event.

### **Tables and Chairs**

Leave all tables and chairs folded unless told otherwise. If more chairs or tables are needed, please let the parish office know in advance. 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, you are welcome to and they must be cleaned and returned promptly before next scheduled event (please check with office).

### **Hall Setup**

The hall can be set up for use provided the Parish Office knows in advance what the specific needs are. There will be times when two or more ministries will be meeting in the classrooms 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 blackboards in the classrooms can be used by any group. Make sure the boards are cleaned before you leave.

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**Parish Hall Clean-up**

**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. If your event requires moving the tables and chairs **YOU MUST PUT THEM BACK IN THE CORRECT LAYOUT**.

**Kitchen Clean-Up**

- Clean all counters and cookware and properly store them (The pots, pans and all utensils in the kitchen are the property of the church and are not to be borrowed or taken home).
  - Clean all appliances that were used during the event.
  - **REMOVE** all excess food and drinks not consumed at the event. (Food left in the refrigerator **MUST** be dated and labeled. Any unmarked, undated food will be thrown away. The refrigerator will be empty out once a month)
  - Sweep and Mop floor, if necessary. (Cleaning tools will be available)
  - Removing all trash and disposing into dumpster is a **MUST** for sanitation purposes.
- All kitchen towels used **MUST** be washed and returned promptly. Please properly store them inside the kitchen drawer labeled: kitchen cloths and towels.
- If you use the last of the coffee, condiments or stack of cups, etc. please tell someone in the office.

**This coming Monday the kitchen is going to be cleaned. Any food, snacks, sodas left on any of the counters or the refrigerator without proper labels will be thrown away. Please stop by the kitchen and take back home any plastic containers, pots, dishes you may have left in the kitchen.**

**Please contact the office if you have any questions. Thank you for helping us maintain our Parish Hall and kitchen clean and presentable.**