Rules & Guidelines

Reservations for any facility can be made with the Parish Secretary
Monday -Friday, 9 AM to 3:30 PM, in person, by telephone
(781-488-5444) or by email: mpaone@straphaelparishschool.org
(**NOTE: Parish/School functions take priority.**)

Cancellations: Please notify the Parish Center office if any function, game, meeting, etc. in ANY facility, must be cancelled. This allows another group the opportunity to use the space.

Please SIGN IN at the Parish Center for ALL facilities.
Keys need to be picked up prior to your event in the Parish Center,
Monday thru Friday, 9-3:30.

Rules and Regulations for the use of Saint Raphael Facilities:

1. An **ADULT** (one designated in charge of function) signs for the key at the Parish Center. If the key is signed out, you must still sign in ... we need to know who is using a facility. The key must be returned to the Parish Center during daytime hours at the end of the function or left in the silver mailbox out front.

2. The one taking the responsibility of the key must also be instructed on the operation of the Alarm system, to disarm and later rearm.

3. The USER is responsible for SETTING UP and TAKING DOWN any needed equipment. If chairs and tables are set up for the activity, they MUST be taken down and returned to the appropriate place.

4. The USER is responsible for leaving the facility in a **clean** and **respectable** state by sweeping mopping up.
   Special attention must be paid to the KITCHEN area after use - Please make sure it is clean clean; coffee pots unplugged, cleaned and put away.

5. Any decorations must be done in a manner which does not cause any damage to the area. ABSOLUTELY NO tape or tacks are to be used on the walls.

Areas will be monitored --- facilities found not cleaned up may result in suspension of the group using the facilities.

6. Should any group prefer a paid service for set-up or clean-up, the maintenance staff should be contacted. If there is a large event that may require the facility staff working extra hours, they may need to be compensated.

7. After any use of any facility – please be sure lights are **off**, doors are **closed** and **locked** and building is alarmed.

*** ***No doors are to be left open – for security reasons as well as for the heat.***

PLEASE REMEMBER: the USER is responsible for the above requests. If a person is in the building when you leave, please inform them they are not to be in the building. If they refuse to leave, please contact the Rectory. You are responsible for the supervision of the children at all times.

8. If any alcoholic beverages, i.e. beer/wine, are brought into a Social event, a **permit must be obtained.** Call the Parish Center for details. Should there be an incident involving alcohol served from any facility, the Parish is liable.

9. **SNOW DAYS**: A reminder if a storm occurs, the buildings will **NOT** be made available for use- this includes: "no school" days, snow days, holidays and school vacations. **No facility** use also pertains to inclement weather on the weekends. The walk areas and parking lots are to be shoveled and plowed and the custodial staff needs time to accomplish these tasks.

10. **Volunteers...**The names of all volunteers and documentation of their completion of a CORI and Protecting God's Children Class must be passed into the Parish Center before the season begins.

NOTE: Facilities are opened until 8:00 pm, all practices, games and functions must be completed each evening by 8:00 pm.*

****Any school functions need to be signed off with the school principal first, then Bill Caddigan/Joe Malone and Father Paul. Thank you for your cooperation adhering to the above guidelines**

PLEASE FILL YOUR EVENT INFORMATION ONTO THE FACILITY REQUEST FORMS. THANK YOU!

Important Additional Information

To all heads of functions; which require the placement of tables and chairs, a Floor Plan must be prepared 48 hours in advance. The plan must be given to Bill Caddigan and Joe Malone at this time in order to coordinate the scheduling of the frequent changes in the set ups for the many functions that occur.
If a Floor Plan is not supplied in advance, please be advised that whatever set up the staff must prepare for other functions that week will be followed.

Also, when having a function in the Parish Center, please assign a responsible member of your group to stand by the entrance door, to admit the people who will attend your function. (This helps the office staff tremendously).

Absolutely no one is to move any of the large round white tables upstairs in the Parish Center. The custodial staff are the only people allowed to handle this furniture.

Thank you for your continued cooperation!

Saint Raphael Parish – Facilities Request Form

(Please email your information to receptionist@Saintraphaelparish.org)

Date: _____

Organization name: _____

Person-in-Charge:

Name: _____

Address: _____

Phone: _____ **E-Mail Address:** _____

Facility requested: (please mark with an "X")

Parish Center Conference Rooms #1_____ **#2**_____ **#3**_____

Parish Center large Conference Room_____ **Parish Hall**_____

Youth Room_____ **School Cafeteria (CAF)**_____ **St. Joseph Room**_____

Our Lady's Hall (OLH)_____ **Church** _____

Number in attendance (approximately)_____

Event _____

Day _____**Date**_____ Time_____

Use attached sheets to continue schedule if necessary...

Please list any equipment requested: e.gcoffee urn, tables, microphone, chairs **(including number of chairs needed) as well as additional chairs/tables for a follow up event) vacuum to clean up after etc:

****Please let us know if you are bringing a computer or any other electronic equipment of your own, YOU MUST BRING YOUR OWN ADAPTERS. WE DO NOT PROVIDE THESE.**

I have read the attached Guidelines/Responsibilities **and agree to follow them.**
I am responsible for any damage to Parish property.

Please print name to acknowledge the guidelines. **Date**

Approved_____ Not Approved_____ _____ _____

Secretary **Principal**

Reason (if not approved)_____

**** NOTE: If School is cancelled, ALL ACTIVITIES are cancelled also****

Facilities Request Form continued.....

Examples:				
DAY	DATE	TIME	LOCATION	EVENT
Wednesday	October 14	set-up @ 12:15 Event is 1-4	CAF	Sr's Club meeting

DAY	DATE	TIME	LOCATION	EVENT