



Guidelines for the use of Fr. O'Hare Hall and Kitchen

Event: _____ Date: _____ Set Up date: _____
 Ministry: _____ Chair: _____ Phone: _____
 Expected Attendance: _____ # set-up volunteers: _____ # clean-up volunteers: _____

	Chair	Staff	Complete
Facility layout completed. Set up to be completed by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up day: doors to facility to be unlocked at _____ am/pm by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day of event: doors to facility to be unlocked at _____ am/pm by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staples, tacks, tape or any other adhesive materials are not to be used in the hall except for the tack strips provided above closet doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash bags will be provided for trash cans in the hall and kitchen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on hood when using the cook-line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean ashes out of barbecue pit before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove garbage from the Kitchen/Hall and place in garbage bin outside kitchen door. If there is no room in this bin, all garbage must be placed in bin behind rectory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All unused food/beverages (including opened or unopened alcoholic beverages) are to be removed from the refrigerator and/or freezer the day of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All stoves and ovens are turned off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and wipe down all; counters, sinks stoves and stainless steel walls with cleaners provided. Only bleach and water to be used on butcher block.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop kitchen floors and tile floor outside of kitchen after use, with cleaners provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stack chairs in groups of 10 at the end of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fold and stack tables on the carts provided at the end of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum facility carpet at the end of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove all decorations at the end of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipe all spills immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify staff of any property damage to facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off all lights, heat and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before you leave, make sure all doors are locked, including outside gate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that if additional cleaning is determined to be necessary in the kitchen, hall or at the garbage dumpster at final walk through, the ministry booking this event will be assessed a cleaning fee.

Committee Chair

St. Joseph's Staff