



## **We warmly welcome you to our Facilities:**

We are blessed by the stewardship and support of the Nativity Catholic Church parish to offer these buildings and their use to our community. We would like to continue to offer these spaces for years to come! Please be mindful of the policies and use guidelines that have been put in place to ensure that our buildings remain safe and comfortable for your use.

### **General Usage Guidelines:**

1. If you are scheduled to have your event in a particular space, that is the only space that you should use. If you require more space, please make those arrangements through our scheduling request system prior to arriving. We have many groups on the calendar and you may be in a space that is previously scheduled or is already set up for another group.
2. Please be aware that more than one group may be meeting in a facility at the same time. Please be mindful of the noise levels as to not disturb other meetings.
3. You are required to clean up after yourselves. Before you leave, please clean and put back any items in their original locations and wipe down counter tops and tables used.
4. If your space has a refrigerator it may be used during the scheduled event. It does not function as long term storage. If any food is left overnight, it will be discarded unless marked specifically for an upcoming event.
5. Each group is responsible for set-up and breakdown of the room used and will be expected to put all items, furniture, chairs, etc. back in the original locations. Each room should be put back in the original condition with respect to those who come after you and for our cleaning staff.
6. Each group is responsible for their own trash. Please place your trash in the trash cans provided. Please use good judgment when disposing of trash and food waste. Do not put food in the sink drains and do not flush trash down the toilet. At the conclusion of your meeting/event please place trash bags in dumpsters located in Chapel parking lot.
7. Please turn off all lights when you leave and make sure doors are shut.
8. Check the bathrooms to ensure water has not been left on and that all people have vacated the building.
9. No tape or adhesives may be attached to any painted surface (or floor) in the building.
10. Adult supervision is required of ALL youth. Adults must meet Safe Environment guidelines per the Diocese of St. Petersburg. Adult supervision must be provided in ALL rooms in which youth are present.
11. Please report any broken items or maintenance issues immediately so we can properly address the needs of all.
12. Please see individual room guides for additional information.
13. Smoking is prohibited in all of our buildings.
14. No candles or open flame may be used in any of our buildings, with the exception of the candles in the Chapel and Church. If you must use a candle during your ministry, it MUST be battery operated.

### **General usage Guidelines for the Social Hall and Kitchen**

#### **(Supplies will either be in the closet by the restrooms or closet in new entryway)**

1. You are responsible for your set up. You may move tables and chairs around for your event. Your group must put the room back the way you found it when your event is over.
2. All items borrowed from the Social Hall must be returned after your event; cleaned and put away in the appropriate place.
3. Make sure all counters, tables and chairs are wiped down. Please clean sinks if used. Do not leave food or trash in the sink.
4. Coffee urns – empty and wash them. **DO NOT EMPTY THE COFFEE GROUNDS IN THE SINK.** Please return urns to the appropriate place.
5. Please make certain that all burners, grills, stoves, ovens, hot plates, Coffee maker etc. are off.
6. Please do not unplug any appliances.
7. Put your trash in the lined trash cans provided. After your event, remove the bags from the trash cans, tie them and put them in the dumpsters in the parking lot.
8. Recycle bin is for mixed recycling = glass, cans, paper, cardboard.
9. Do not use tape, adhesive or fasteners of any kind on the wall, ceiling, painted surface or the floor.