



Delaware – St Mary Parish Facilities Usage Policies

Purpose

The facilities of Delaware – St Mary Parish will be made available for parish, parishioner, and approved non-parishioner activities that are consistent with the mission of the Catholic Church and the goals and objectives of the parish.

Statement of Policy

Delaware – St Mary Parish has been blessed with wonderful facilities to carry out the mission of the Church. Therefore, proper oversight must be given to ensure that:

- Adequate facilities exist to effectively carry out the mission objectives and goals.
- Users exercise proper care and safety.
- Facilities are properly protected against loss or misuse.
- Wise stewardship is being expressed through energy conservation, cost reductions, and safety measures.
- The life of the facilities is extended through proper maintenance programs.

Qualification for use of the Facilities

Priority for the use of the facilities shall be given to organized groups that are a part of the ministry, organization, or sponsored activities of Delaware – St Mary Parish as follows:

- Weekend and Daily Masses
- Funerals
- Sacramental Preparation
- Other Liturgical Matters
- Parish School and Parish School of Religion
- Parish-wide Events
- Youth Ministry
- Bereavement Luncheons
- Ministries, Committees, Councils, Groups and Programs on a First Come Basis
- Athletics
- Non-parish Groups and Organizations which are approved by the Pastor

The facilities and equipment will be made available only to non-parish sponsored groups that meet the following qualifications:

- Groups whose general objectives are in harmony with the principles and objectives of the Catholic Church.
- Groups that are willing and able to take responsibility for their activities and for the facilities equipment, which they wish to use and are willing to abide by the rules of conduct.
- Groups that are known to the parish. Any group not known shall be asked to present a written statement of purpose, reasoning for meeting, and name of its leaders.

Delaware – St Mary Parish reserves the right to cancel any use agreement at any time if the group is not in compliance with the mission and rules of the parish.



Parish Facility Calendar

The parish calendar runs the course of the fiscal year July 1st through June 30th. This calendar can be viewed on the parish website, <http://www.delawarestmary.org/calendar/>.

Facility Requests

In general, facility requests for the upcoming calendar year will be accepted for approval on an annual basis with additional requests accepted throughout the year. To facilitate better scheduling, all committees, councils, groups, and programs must submit a *Buildings Request Form* on an annual basis.

No requests will be accepted later than two weeks in advance of the requested date. This rule, however, may be suspended on a case by case basis at the discretion of the Office Manager and the Pastor.

Building Access

Select persons who have been pre-approved will be given permanent keys to access the parish facilities. Those committees, groups, organizations, and persons who need access to the building for an event, or specified purpose, are to sign out keys with the parish office during normal business hours. After the event, keys are to be immediately returned to a designated spot approved by the parish office.

Keys, which have been provided to committees, groups, organizations, and individuals, may have their keys recalled by the parish office at any time.

General Use Guidelines

Delaware – St Mary Parish has a wide range of ministries utilizing the facilities. Our desire is very everyone to realize that many individuals/groups use the facilities before and after your specific event. To make all events enjoyable please adhere to the following guidelines:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that are appropriate and respectful to others.
- Activities are limited to the space that is assigned.
- Smoking is not permitted within the parish facilities.
- Dining or the serving of food is limited to designated and pre-approved areas.
- The user is expected to leave the building clean and in the same condition it was prior to the event.
- All items associated with the event must be removed following the event.
- Tables, chairs, and any equipment must be returned to their original position and location after use.
- Any equipment purchased and owned by the parish will be used exclusively for ministry functions at the parish, and may not be removed from the premises. The requesting group/individual assumes full responsibility for the costs for the damage repair or replacement.
- The requesting group/individual will be responsible for any damage that occurs to the facility during their scheduled event.
- The requesting group/individual assumes liability for injuries to persons attending the event for damages or loss of user's property.
- Any event, which involves children, must adhere to diocesan policies regarding the Safe Environment Mandates; and have supervisors, which have completed the VIRTUS program "Protecting God's Children."
- Willful violation of any guidelines or regulations could lead to the loss of eligibility to the use of the facility.



Safe Environment Mandates

As a response to the Bishops' Charter for the Protection of Children and Young People established in 2002, Bishop Frederick Campbell has set forth the following mandates for ALL employees in every parish and/or school. This mandate also applies to any person in a parish and/or school who volunteers with children.

All persons must fulfill three requirements before they begin their service or employment. They are:

- Attendance at a VIRTUS – “Protecting God’s Children for Adults” workshop
- Signing a Code of Conduct
- Authorize a Criminal Background Screening

VIRTUS – “Protecting God’s Children for Adults”

The VIRTUS program for adults is a three- hour live awareness session instructing adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse.

Workshops are held regularly throughout the diocese. Please contact the parish office for more information.

Codes of Conduct

The Code of Conduct is a document, which acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgment Form. The Code of Conduct is distributed at all VIRTUS sessions.

Background Search Authorization

All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions.

The Safe Environment Coordinator for Delaware can be contacted at the St. Mary Parish Office, 740-363-4641. Feel free to contact the office with any questions or concerns.



USE AND CLEANING OF KITCHEN EQUIPMENT

1. **Floor-** Sweep up all dirt and food. Broom is hanging on the wall in the dish room. Mop and bucket are located in the dish room.
2. **Table surface-** Use hot soapy water **only** to wash all surfaces. Follow with a dry cloth.
3. **Ice Maker-** Do not put hands or cups inside. Use the scoop on top of the machine and return the scoop to the bucket.
4. **Steam Table-** Before filing wells make sure the light blue valve is turned to the right to close the drains. Fill the wells with hot water or ice. If filling with hot water make sure that the wells do not run dry. This will damage the elements. When finished- line up the hose under the steam table with the drain underneath. Turn the valve to the left to empty. **CLEANING:** Wipe out the inside and outside of the steam table and dry off all areas with a cloth.
5. **Stove top oven-** Be cautious when turning on the burners. The flame will rise very high, **DO NOT** use a high flame on the back burners (staining of the backsplash occurs) When using the ovens set the temperature 25 degrees more than needed. Make sure there are no spills left on the burners or the stainless sheet under that can be pulled out. **THE BURNERS ARE VERY HOT AND IF YOU NEED TO REMOVE THEM FOR CLEANING USE A POTHOLDER.** If using the griddle it must be cleaned before and after use with a grille cleaner. Make sure to wash and dry the drip tray.
6. **Convection oven-** Use the toggle switch to turn to cook position on the bottom. Set the oven to 25 degrees less than what is needed. Switch toggle on top to on. When done baking, switch the toggle to cool down for 10 minutes. At the end of 10 minutes switch to off. Wipe off outside and inside of oven, leaving nothing in it.
7. **Warmer-** Flip switch to turn on. If keeping something warm set it to 2-3. Use large hotel pan to hold aluminum pans. Turn off when done wipe off the outside for fingerprints and grease. Make sure everything has been removed.
8. **Sink area- disposal-** Put stopper in left side, wash all dishes in the left sink(disposal). Rinse all dishes in the right sink. To check disposal use tongs above the sink to search for items. Then run the disposal with running water. **DO NOT PUT PASTA, BREAD OR ANY LARGE AMOUNTS OF ANYTHING DOWN THE DISPOSAL.**
9. **Garbage cans-** Remove all trash to the bin outside. Bins are inside the wooden area.
10. **Fridge/freezer-** Wipe off outside and dry with cloth. Please leave nothing behind. It will be thrown away on the following school day.

All stainless tables are to be washed with hot soapy water only. Do not use degreaser or anything that leaves a residue. Only use cotton wash clothes no handy wipes. They do not clean and leave a smearing residue behind.

SANITIZER AREA; ONLY WITH APPROVAL

Turn vent switch to the right of the sanitizer up. Turn washer on cycle 1. Close door to fill with water. Wait until the temperature reaches 150 or so. **THOROUGHLY RINSE ALL ITEMS BEFORE THEY ARE PLACED IN THE SANITIZER.** Start washing by lifting the door and load the plastic tray with items to be sanitized. Silverware holder is under the table. Disposal switch is to the left of the sanitizer. Do not put anything big down this disposal. It is very quiet..make sure to turn it off. When finished pull the lever up in the sanitizer to drain the water. Pull the basket and clean it out. Wash all surfaces and dry them with a cloth. **NO WATER STAINS PLEASE. TURN OFF THE SANITIZER AND VENT ON THE WALL.**

CHECK LIST ---->



ST. MARY'S KITCHEN USE CHECKLIST

USE DAWN AND HOT WATER AND A WASHCLOTH ON ALL SURFACES. FOLLOW WITH A DRY CLOTH

Please take a few minutes to review the check list below. Before using the kitchen/dish room: please circle the condition in which you find the following:

1. before using circle the condition of each area..2. .then on the way out initial the area to make sure you have left it clean, safe and nothing left on or behind...

initials:

Floor clean some dirt food/dirt present very dirty other_____

Table surfaces wiped down not wiped down remaining food left other_____

Ice maker working scoop present not working other_____

Steam table wiped down inside/out not wiped down anything missing

Stove top oven wiped down/ clean dirty / spills other _____

Convection oven wiped down/ clean things left inside other_____

Warmer wiped down inside/ out greasy fingerprints things left inside other_____

Prep sink/ disposal wiped down/ clean items left / dirty nothing left inside disposal

Garbage cans empty some garbage full other_____

Fridge/Freezer clean/empty items left outside dirty other_____

Dish Room

***** sanitizer (obtain approval /how to use)**

clean basket clean entire surface washed/wiped down vent hood on/off basket debris left other _____

***table in dish room** clean / wiped down dirty and greasy other _____

The St. Mary's Cafe thanks you for leaving the area clean for our students' lunches to be prepared during the week.

WHEN YOUR ORGANIZATION IS FINISHED CLEANING UP, PLEASE INITIAL EACH AREA TO SHOW THAT YOU HAVE CHECKED ON THE CLEANLINESS AND SAFETY OF THE KITCHEN BEFORE YOU LEFT. PLEASE SIGN THE ORGANIZATION NAME AND THE RESPONSIBLE PARTY'S NAME.

DATE OF USE: _____

TIME OF USE: _____

ORGANIZATION NAME: _____

RESPONSIBLE PARTY'S NAME: _____