

Using the Festival Hall:

as of 07-14-23

Two weeks before your event:

- a) Designate one person who will take responsibility for acquiring keys from the rectory office, completing the final check list, and returning the keys office. That person should leave his/her email address and mobile phone number with [Mario Serrano](#).
- b) Complete the [set up form](#) and leave it for the maintenance staff in their parish office mailbox. If you need to speak directly to the maintenance department, leave your contact information on the form.
- c) If you will be using [parish paper product supplies](#), complete the request form and leave it with [Mario Serrano](#) in the parish office. You may use your own supplies, but all extras must be removed from the Festival Hall after your event.
- d) If you will be using the audio-visual equipment or the sound system, please make sure that you are aware of how to set up the equipment and how to return it. Please contact [Mike Roach](#) if you need assistance or training. All of the equipment must be left in an organized and secure way. (Wrap cords, etc.) Please be aware that a staff member who knows how to use the system might not be available to help you during the event itself. We will do our best to instruct or train you prior to the event.

24 hours prior to your event:

The designated person responsible should arrange with the parish office to sign out the necessary keys. Sign out the refrigerator key also if you will be using it for the temporary storage of food during your event. Sign out the sound system key if you will be using that. No keys will be given out to another person.

Using the Hall for your event:

- a) Please be aware that under NO circumstances can you use any kind of tape on a painted wall or surface. This is to prevent the paint from chipping.
- b) Please change garbage bags and recycling bags as necessary during your event so that trash and recyclables can be managed easily afterwards. All garbage and recyclables should be taken to the proper dumpsters. Do not leave bags in the hall to be removed later. Fresh bags are stored behind the bar area.
- c) Wipe up all spills on surfaces as soon as possible. There is a mop you can use in the storage closet in the northeast corner of the hall (the A key you have opens the door.) There is a cleaning supplies bin put out for you that you may use, as well.

- d) If you do not know how to use the sound system or audio-visual equipment for your event, please ask a staff member to show you well in advance of the event.
- e) Please ONLY have a member of the maintenance staff raise or lower the screen.
- f) The piano cannot be used without prior permission. For permission and access to the key, [contact Brian Bloye](#).
- g) Please keep in mind that the piano is a valuable musical instrument. It cannot be moved without permission, nor should it be used as a shelf or table for other items.
- h) The music practice area in the sacristy is a work space and rehearsal space. The piano there should never be used.
- i) If you are using the rectory doors for a pass through, please have someone monitor them at all times that they are unlocked. If no one is available to monitor them, do NOT prop them open, but unlock them each time you need to pass through.
- J) Our wi-fi password in the Hall is AlsGuest0709.
- K) Call the Rectory Office for any maintenance needs, (773) 525-0709

At the conclusion of your event

- a) Remove all trash and recyclables to the appropriate dumpsters. Put new bags into the trash bins.
- b) Remove all items you brought with you from the refrigerator. DO NOT leave any items there. (You may leave perishables in the rectory refrigerator on the first floor, if you do not wish to take them home with you.)
- c) If the coffee urns were used, the grounds should be put into the trash, the urns emptied in the utility sink and washed, dried and put away.
- d) Remove all decor, paper goods, etc. which you brought in and used for your event. Any items left will be thrown away. Leave parish paper goods on the bar counter.
- e) Move all furniture back to the way it was found.
- f) Return all the audio-visual equipment to the cabinet, including winding up and storing the cords properly, and making sure that all power switches are off.
- g) Ensure that all interior and exterior doors are properly locked and secured.
- h) The responsible person should sign and date the checklist and return it with the keys to the parish office. (If it is after hours, these should be returned to the drop box at the rectory front door.)

The lock up procedure is as follows:

The church:

- There are a total of 12 exterior doors, 1 elevator and lobby door, and 6 interior doors in the church.
- Use the Allen wrench to open/close the church doors at the front of the church leading to Wellington and to the parking lot. (If the panic bar is locked down, the door is open. If it is fully extended outward, it is locked from the other side.) Double check on all doors to make sure that they are securely locked and can't accessed from the outside.
- The doors to the stairwells leading to the bathrooms and Festival Hall can be locked with the 'A' key.
- All four doors leading from the church into the sacristy should be locked and shut.
- The light board for the church is on the servers' side of the sacristy, by the door to the altar. Note that the dimmers do not need to be turned all the way to off for all the lights to be turned off.

The elevator:

- Bring the elevator down to the first floor. (Hall level.)
- Use the elevator key to shut off 'independent service.'
- On the church level, there is a door next to the elevator to a storage room. Inside the door, on the right, is the switch to turn off access to the outside door.

The Festival Hall:

- Lock all the exterior doors using the Allen wrench.
- Lock the interior doors to the vestibule.
- Make sure that the interior doors leading to the north and south stairwells from the church level are shut and can't be opened from the outside.
- Lock the doors going from the Hall into the lower sacristies.
- The light switches for the Hall are located by the sacristy door on the north side of the Hall. Don't adjust any breakers or dimmers. You only need to turn off the switch marked "Main" and the switch marked "Altar." Two lights stay on in the lower sacristy, but shut off all other lights. (Switches near both doors to the rectory.)

Supply request for the Festival Hall and Common Room:

We are glad to supply paper goods and coffee service for the events of parish groups. If you choose not to use our common supply, please take any extra products that you bring away with you after the event. We encourage parish groups to use the common supply.

Please submit this request to **Mario Serrano** at mserranostals@gmail.com two weeks before your event.

Event Name: _____

Event Date: _____ Event Time _____

Contact Person: _____

Phone/Email: _____

Please indicate quantities below.

_____ White paper dinner plates

_____ Plastic forks

_____ White paper dessert plates

_____ Plastic spoons

_____ White paper napkins

_____ Plastic knives

_____ White paper dessert napkins

_____ Round plastic Tablecloths

_____ White paper Hot/Cold cups

_____ Triangle plastic Tablecloths

_____ 9 oz plastic wine glasses

Please indicate if you would like us to supply:

_____ Coffee service: We will put out sugar and stirrers for you.

Organizers must bring ground coffee and creamer.

Other equipment:

_____ Lighter

_____ Corkscrew / Bottle opener

_____ Extension cords / Power strips

Final checklist for the Festival Hall: (Two copies are signed. One is kept in the parish office. The other is returned after the event.)

I, _____ am responsible for the following event held in
(print name)
the Festival Hall.

Event name:

Event date:

Event time:

At the conclusion of the event, please complete this checklist and return it with the keys to the parish office.

_____ All trash and recyclables are removed and put into the proper dumpsters.

_____ Trash bags have been replaced in all the bins.

_____ All doors are locked, outside and interior.

_____ All lights are off.

_____ I will guarantee that no tape was used on any painted surface in the Hall.

_____ The sound system / audio-visual system is turned off and the cords and equipment returned properly to the cabinet, which is locked.

_____ All food and drink are removed from the Hall and refrigerator.

_____ All supplies (not belonging to the parish) and decoration are removed from the Hall.

_____ All supplies belonging to the parish are left stacked on the counter.

_____ All cleaning supplies are returned to the counter.

_____ Coffee urns, if used, have been emptied, washed, dried and put away.

Please make notes of any equipment out of order or any needed repairs here, so that the staff can see to them:

Signed _____

Date _____

Staff Responsibilities and Tasks related to events in the Festival Hall:

Mario Serrano

- Manages the Facilities calendar and schedules events.
- Updates the accessible Google calendar of parish events weekly. (This calendar is linked to the "Events" page on the parish web site.)
- Keeps a record of the designated responsible parties for all events and their contact information. This is found in the 'Remarks' line for the event entry in the Facilities program.
- Responsible for maintaining the "Events" web page on the parish site.
- Is responsible for the smooth running of parish and outside events.
- Responsible for setting out and putting away any paper goods requested by the event planners.
- Responsible for ordering parish supply of paper goods, cutlery, etc.
- Ensures that the parish rectory staff knows
 - a) to whom to check out the keys;
 - b) Checks the Hall after the event to ensure that the designated person fulfilled his/her responsibility in leaving the Hall in good order.

Mike Roach

- Responsible for ensuring that the Hall is cleaned and ready for all events and that furniture is set per the request of the event planners.
- Responsible for ensuring that a maintenance staff member is on site, when requested and authorized by the pastor, during parish events that use the Hall.
- Responsible for ensuring the on-call cell phone is in the possession of the maintenance staff and that the staff member on duty responds to call or text pertaining to parish events.
- Responsible for ensuring that the Hall is cleaned thoroughly after events.
- Responsible for training those who wish to use the sound system / audio visual resources.

Using the Hall for your event:

This is posted in the Hall

- a) Please be aware that under NO circumstances can you use any kind of tape on a painted wall or surface. This is to prevent the paint from chipping
- b) Please change garbage bags and recycling bags as necessary during your event so that trash and recyclables can be managed easily afterwards. All garbage and recyclables should be taken to the proper dumpsters. Do not leave bags in the hall to be removed later. Fresh bags are stored behind the bar area.
- c) Wipe up all spills on surfaces as soon as possible. There is a mop you can use in the storage closet in the northeast corner of the hall (the A key you have opens the door.) There is a cleaning supplies bin put out for you that you may use, as well.
- d) If you do not know how to use the sound system or audio-visual equipment for your event, please ask a staff member to show you well in advance of the event.
- e) Please ONLY have a member of the maintenance staff raise or lower the screen.
- f) The piano cannot be used without prior permission. For permission and access to the key, contact Brian Bloye.
- g) Please keep in mind that the piano is a valuable musical instrument. It cannot be moved without permission, nor should it be used as a shelf or table for other items.
- h) The music practice area in the sacristy is a work space and rehearsal space. The piano there should never be used.
- i) If you are using the rectory doors for a pass through, please have someone monitor them at all times that they are unlocked. If no one is available to monitor them, do NOT prop them open, but unlock them each time you need to pass through.
- J) Our wi-fi password in the Hall is AlsGuest0709.
- k) The contact phone number for the maintenance staff person on call is (773) 525-0709.

At the conclusion of your event:

- a) Remove all trash and recyclables to the appropriate dumpsters. Put new bags into the trash bins.
- b) Remove all items you brought with you from the refrigerator. DO NOT leave any items there. (You may leave perishables in the rectory refrigerator on the first floor, if you do not wish to take them home with you.)
- c) If the coffee urns were used, the grounds should be put into the trash, the urns emptied in the utility sink and washed, dried and put away.
- d) Remove all decor, paper goods, etc. which you brought in and used for your event. Any items left will be thrown away.

Leave parish paper goods on the bar counter.

- e) Move all furniture back to the way it was found.
- f) Return all the audio-visual equipment to the cabinet, including winding up and storing the cords properly, and making sure that all power switches are off.
- g) Ensure that all interior and exterior doors are properly locked and secured.
- h) The responsible person should sign and date the checklist and return it with the keys to the parish office. (If it is after hours, these should be returned to the drop box at the rectory front door.)