

POLICIES AND PROCEDURES FOR
ALL SAINTS PARISH CENTER BUILDING USE
EMERGENCY NUMBER 607-339-8208

Reserving space: Any use of the parish center must be approved by the office. Conflicts will be resolved in the following order of preference: Funerals, parish events, parishioner events, outside events by order of inquiry date. Your organization must be non-profit, school, civic or a private family. Sales, home show parties, for profit classes or events are not allowed, unless it is a specific fundraiser for a non-profit entity and approved in advance.

Insurance: A Certificate of Insurance with General Liability limits of \$1,000,000 naming All Saints Parish, the Diocese of Rochester and the Robert J. Cunningham, Apostolic Administrator of the Diocese of Rochester as Additional Insured and a signed Hold Harmless Agreement are required. There are no exceptions to this. If you do not have insurance for this, a policy for the day can be purchased through the Diocese of Rochester for \$90. Two weeks advance is required in that case.

Alcohol: If your event includes the consumption of alcohol, even if only a toast you must purchase the \$90. Diocese of Rochester insurance policy. Allow at least two weeks for processing. If your event includes the auctioning or sale of alcohol, you must have a temporary license from New York State. Please allow four weeks prior to your event for processing by the state. You will also need to purchase the Diocesan insurance policy.

Hold Harmless: All events require a signed Hold Harmless agreement on file.

Emergency events: In the event of a building emergency: please exit the building by any of the numerous exits, call 911, make sure everyone is safe, then call the All Saints emergency number at the top of this document.

There are fire extinguishers located through out the building (we will show you on the walk through).

If the fire alarm should go off with no discernable reason, go to the red box in the utility room and call the All Saints emergency number. You can hit "silent" to quite the alarm temporarily. Any untoward building event should prompt a call to the All Saints emergency number.

Keys: If your event is held outside of office hours, you will be lent a key to the front door. At the end of your event, please make sure the front doors are locked before you leave the building (you will be shown how to do this during the building walk through), then slide the key under the office door. Check all other doors to be sure they are locked, especially the kitchen door. Organizations that meet on a regular schedule will have a designated front door only key holder.

Parking: Parking should be primarily in the rear of the buildings. The front should be reserved when possible for handicap/ limited mobility parking, loading and unloading. Please do not park on the sidewalks in front of the buildings! They are not designed for the weight of cars/ trucks.

Main room set up: When you leave, the main meeting room should be set up the way it was when you arrived. All Saints does not have the staff to provide custom table arrangements. If you need to rearrange the tables and chairs, please plan a crew accordingly. **March through October the tables require a very specific set up for Bingo. There is a chart in the kitchen to show the precise placement.**

Kitchen: Kitchen use will be discussed at the time of your walk through. Please do not use the Bunn coffee maker or the dishwasher without prior instruction. Items in the refrigerators, freezer or cupboards or on the counters are generally intended for other events, and should not be assumed to be available for consumption.

Every effort will be made to have the kitchen as clear as possible before your event if you will be serving food.

Trash & Recycling: All Saints trash and recycling are handled by volunteers who donate their time, truck and treasure for disposal. We prefer that you carry in/ carry out, especially if you have a large event. This will be discussed at the time of your walk through. If you do have to leave trash, please be sure that the bags are not over full, messy or heavy.

There are recycling bins in the kitchen for non-deposit recyclables. There is a bin in the utility room for deposit recyclables if you would like to donate cans and bottles for our Youth Mission trips.

Clean Up: There are brooms, mops and dust mops in the utility room (the door closest to the kitchen). Please try to leave the main room, kitchen and conference room as close as possible to the way you found it, cleaning up any spills or obvious messes. Wipe down the tables/ chairs with the table cleaning solution in the red capped spray bottles in the kitchen.

Restrooms: There is a cabinet in the ladies room handicap stall with extra toilet paper & paper towels. Theses supplies can also be found in the utility room.

Lights: If you turned it on, turn it off.

Fans/ Windows: The ceiling fans really help with air circulation. We have no central air conditioning, so use the ceiling fans and the windows for cross breeze/ air circulation if necessary. The switch for the fans is near the light switches for the main room. Turn them on/ turn them off!

The windows have locks at the top and bottom of the windows. Make sure both are “up” before using the window crank (never force the cranks). Before you leave, make sure all the windows are closed and both locks upper and lower locks are in the “down” position.

Heat: The adjustment for the thermostat is locked. The heat is set at a neutral temperature. If it is too cold or too hot, please call the emergency number at the top of this document.

Smoking: All Saints is a non-smoking facility. If your guests must smoke, please ask them to step outside well away from the doors/ windows and to dispose of their butts properly, not leaving them for our grounds volunteers to clean up.