

MINISTRY MEETING ROOM GUIDELINES

These guidelines are established for all ministries to follow. It pertains to the use of ALL parish meeting locations- Parish Office Locations, Gill Hall and Parish Hall Classrooms. The special needs of the large Parish Hall Meeting Room/Kitchen and Gill Hall Knights Room/Kitchen are documented in the Ministry Event Guidelines of this Leadership Handbook.

- You are expected to leave any meeting rooms the same way you found it, CLEAN. Below are check lists to help you remember the key items to address. Cleaning supplies are available for all to share so that the rooms are always clean and ready to go. Do not be afraid to use them.
- Please if you use or borrow something in the room return it to its proper place. If you find that something is broken, take it to the office to be fixed or replaced. Equipment can not be maintained if the proper person is not aware of the issue.

Preschool Classrooms

For the Preschool Classrooms in the office building and in the Hall, preschool parents pay tuition to help pay for supplies and to also furnish the rooms. Please respect the New Beginnings items and keep everything in good order.

OPENING THE ROOM:

Set up tables and chairs

Clean the tables with sanitizer

Make sure there is a supply of: rubber gloves, sanitizer, and tissues in the room as needed.

If there is a sink in the room make sure there is a supply of hand soap and paper towels as needed.

Check to make sure all toy areas are covered or turned around so that they are not a distraction or temptation to the youngsters.

CLOSING THE ROOM:

Take down the tables and chairs. Stack the chairs neatly in the rack (or just stack on the tables if the equipment is the kiddy non-folding type)

Wipe down and clean the white boards with cleaner or baby wipes

Sweep the floor after creating activities or socials

Clean up any spills (mop is in the janitor's closet)

Empty the garbage (Parish Hall classrooms should take the trash to the large dumpster outside the building.

Office classrooms should place the trash **in a large trash bag** and place it in the green trash container beside the playground.)

Make sure the CD player and other equipment is off and returned to its proper location.

Turn off the lights

Close the classroom door

Gill Hall Classrooms

For the classrooms in Gill Hall take special care to NOT leave any trash, crumbs, drips or spills in the meeting rooms or kitchen. These rooms are not monitored as often as the rooms in the other buildings. Small mis-haps quickly grow into big issues. All the Church youth groups use these rooms for their meetings and activities. Please respect their items and keep everything in good order.

OPENING THE ROOM:

Set up tables and chairs

CLOSING THE ROOM:

Take down the tables and chairs. Stack the chairs (8 high) neatly in the corner and lay the tables against the wall.

Wipe down the white boards

Vacuum the rugs

Clean up any spills mop is in the Kitchen

Empty the garbage by taking the large trash bags out to the large green trash container outside the building.

Make sure the CD player and other equipment is off and CD or DVD's are returned

Turn off the lights

Close the classroom doors when you leave.