

SAINT COLUMBA CHURCH
342 IRON STREET • BLOOMSBURG, PA • 17815
PHONE: 570-784-0801 • FAX: 570-387-2604

Request for use of Facility

Group requesting use _____

Date(s) of requested use: _____ Time: _____

Contact person _____

Phone _____

Email _____

Room(s) requested (Check all that apply):

Church

Parish Center Room(s) _____

Cafeteria

Gymnasium

Equipment needs #Tables _____ #Chairs _____ Other _____

Meet with Custodian _____

Kitchen: see below

This form must be returned within 5 days of receipt, otherwise your event will not be confirmed.

Checklist for use of the Cafeteria:

All use of the facility must follow the guidelines as written for the Commonwealth of Pennsylvania, Title 7. Department of Agriculture, Chapter 46, Food Code.

Supervision: 46.101 The food facility operator shall be the person in charge or shall designate a person in charge and shall ensure that a person in Charge is present at the food facility during all hours of operation.

St. Columba Cafeteria facility operator: Jessica Felton

Designated person requesting the facility: _____

46.102 (2) Ensure that persons unnecessary to the food facility operation are not allowed in the food preparation, food storage or ware washing area, except that brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food; clean equipment, utensils, linen, and unwrapped single serve articles are protected from contamination.

The Food Code is available for additional review.

1. MEET WITH ST. COLUMBA CAFETERIA FACILITY OPERATOR_____
2. LABEL AND DATE ALL FOOD LEFT IN THE REFRIGERATOR AND HAVE PLANS TO REMOVE IT ASAP
3. CHECK STOVE/OVEN, MAKE SURE BOTH ARE SHUT OFF_____
4. DRAIN DISHWASHER AND TURN IT OFF_____
5. CHECK REFRIGERATOR/FREEZER, MAKE SURE DOORS ARE LOCKED____
6. DO NOT ISSUE KEY TO STORE ROOM
7. YOU MAY USE THE FACILITIES CLEANING SUPPLIES. IF THEY ARE EMPTY, PLEASE NOTIFY THE MAINTENANCE DEPARTMENT.
8. NO FOOD FROM THE STORAGE AREA OR KITCHEN MAY BE USED FOR AN OUTSIDE FUNCTION.
9. SANITIZE CAFETERIA AND WORK TABLES- CHLORINE BASED CLEANER
10. CLEAN STOVE, OVEN, STEAM TABLE AND ALL OTHER EQUIPMENT USED
11. SWEEP AND MOP KITCHEN AND CAFETERIA

12. EMPTY ALL TRASH INCLUDING LAVATORIES
13. MAKE SURE ALL EQUIPMENT IS OFF WHEN LEAVING
14. IF ANY EQUIPMENT IS BORROWED LEAVE A NOTE AND BRING IT BACK
15. LOCK CAFETERIA DOOR WHEN COMPLETE
16. RETURN KEYS TO PARISH OFFICE

St. Columba Parish Facilities Policy and Procedures

This policy/procedure has been created to explain the procedure and responsibilities of Person/ People/Organizations that wish to use any part of St. Columba Parish's Facilities.

Description of Facilities Availability

The following facilities are available for use: **Church**, Gymnasium, Cafeteria, Kitchen, and Parish Center. The Gymnasium and Cafeteria are available when school is not in session or if approved by Pastor and notification is given to school principal while in session. The Kitchen is only available for use after 3:00 p.m. when school is in session or anytime when school is not in session. The Parish center is available at anytime.

Procedure to Request Use

- 1.) Contact Parish Office and schedule the event with Parish Secretaries.
- 2.) Fill Out "Use of Facility" Form.
- 3.) Contact Custodian to discuss equipment (i.e. tables or chairs) needed and reaffirm responsibilities.
- 4.) Contact Food Services Director to discuss needs and affirm responsibilities.
- 5.) The event is placed on the Parish Master Schedule in the parish office.

Responsibilities of Person/People/Organization Use

ALL LOCATIONS:

1. Empty all trash cans, including bathrooms, in the dumpster located behind the Parish Center.
2. Sweep floors, mop or vacuum if necessary.
3. Turn off all lights, including outside entrance(s).
4. Leave all bathrooms clean.
5. Make sure all doors are locked.
6. Return all furniture to original positions.
7. Note any broken or non-functioning **items** and notify Parish Center staff.

CHURCH: Pick up any extra items that may have been distributed such as pencils, papers, or handouts.

Any keys that are needed will be available from the Parish office M-F 8:30 AM to 4:00 PM, and must be returned the first business day following the event.

CAFETERIA:

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Over →

The Food Code is available for additional review.

1. If additional tables and chairs are needed it is the responsibility of the person/people/organization to arrange for them to be available.

2. See that the lavatories are presentable.

3. Return tables to school configuration. Floor is marked. There should be 12 tables arranged in 3 rows of 4 with 7 chairs to a table in the main eating area and in the rear by the bathrooms there should be 2 rows of 2 tables with the remaining chairs divided among them.

KITCHEN:

1. MEET WITH ST. COLUMBA CAFETERIA FACILITY OPERATOR ____
2. LABEL AND DATE ALL FOOD LEFT IN THE REFRIGERATOR AND HAVE PLANS TO REMOVE IT ASAP ____
3. CHECK STOVE/OVEN, MAKE SURE BOTH ARE SHUT OFF ____
4. DRAIN DISHWASHER AND TURN IT OFF ____
5. CHECK REFRIGERATOR/FREEZER, MAKE SURE DOORS ARE LOCKED ____
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