

Standard Operating Procedure SOP for the use of the Parish Hall involving a Saturday funeral luncheon.

INTRODUCTION: The Holy Angels' Parish Hall facility is a very valuable asset for church related functions within our Holy Angels' community. To ensure the upkeep and continued use of this facility, by our parishioners, the following SOP guidelines have been established in the use of the hall for Saturday funeral luncheons not hosted by the Sodality Ministry. We ask that you agree to adhere to this policy in using the hall for your family funeral luncheon so that we may serve our parishioners to the best of our ability in their time of need.

1. The parish will appoint a designated person who will be responsible in the capacity of a supervisor for the cleanup activities after the luncheon. Dottie Sanchez will coordinate a supervisor list.
2. The family using the hall for the luncheon will give us a contact person responsible for organizing and implementing cleanup activities.
3. Cleanup in the hall is defined as:
 - a. Clearing the tables of paper products and wipe them down with a wet dish rag.
 - b. Put the tables back in the order they were before the luncheon setup.
 - c. Fold and place chairs on top of tables.
 - d. Sweep floors but do not wet mop floors.
4. Kitchen cleanup is defined as:
 - a. Dishes, pots, pans, and any other cooking utensils are to be washed and dried.
 - b. All kitchen and serving equipment is to be properly stored in their designated areas.
 - c. Sinks, counter tops and stove surfaces are to be wiped down.
 - d. Sweep floors but do not wet mop floors.
 - e. All trash and waste is to be placed in the dumpster outside of the building.
 - f. All left over food is to be removed from the hall after the luncheon.
5. No decorations and/or glitter type material is permitted to be used if it is to be attached to the walls.
6. If you elect to use the paper products in the kitchen there will be a fee of \$40.⁰⁰ per 100 guests.
7. You may opt to supply your own paper products.
8. Love donations are always accepted and appreciated to offset other expenses of operating and maintaining the hall.

I _____ have read and agree to abide by this SOP policy of using Holy Angels Parish Hall.