

St. James Church
Service Invoice for Parish Organizations

Event: _____ Date _____

How many people will attend _____

Sponsoring organization _____

Chairperson _____

Phone: daytime _____ evening _____

Co-chairperson _____

Phone: daytime _____ evening _____

Clean-up:

_____ Doing your own _____ \$ _____

\$50.00 minimum charge for restroom cleaning

OR

_____ St. James Maintenance Department will do cleaning

Under 100 people \$ 65.00

100-250 people \$ 125.00

Over 250 people \$ 155.00 \$ _____

Soft drinks: _____

Please indicate yes or no

100 people - \$ 100.00

150 people - \$ 150.00

200 people - \$ 200.00

250 people - \$ 250.00

300 people - \$ 300.00

350 people - \$ 350.00

Price includes ice and cups \$ _____

Time: from _____ to _____

Total charges \$ _____

Checks should be made payable to St. James Church. Fees are due the day after your event.

CHURCH HALL MAINTENANCE REQUEST FORM

Today's Date _____ Date Needed _____

Organization _____

Name of Event _____

Event Start Time _____ Event End Time _____

Set-up Start Time _____ Clean-up End Time _____

Chairperson _____ Phone # _____

PERSON RESPONSIBLE FOR CONDITION OF AREA:

Name _____ Phone # _____

IF SET UP OF A ROOM IS BEING REQUESTED, PLEASE COMPLETE THE FOLLOWING:

Area needed (include Side Room, Stage, Lobby outside Hall if needed)

Number Attending _____ Tables # _____ Chairs # _____

NEED: ___ Microphone ___ Podium

___ Cups ___ Coffee Pots (coffee not included)

Soft drinks (cups and ice included) in Church Hall (circle one) Yes/No

Charges to be paid by _____

Person accountable for key pickup, key return and locking facility:

Name _____ Phone # _____

St. James Staff can not be responsible for any deliveries.

OTHER INFORMATION YOU WISH TO INCLUDE:

Table and chair placement may be drawn on the diagram page.

You must remove tape and glue from tables used. DO NOT TAPE ANYTHING TO THE WALLS OR POLES.

All charges are to be paid in the Parish Office.

GENERAL INFORMATION - ALL FACILITIES

Scheduling Information:

- (1) to schedule an event or a meeting, please call parish office between 9:00 a.m. and 4:00 p.m., Monday thru Friday. Please provide the name and phone number of **each** event chairperson.
- (2) Please call if your group cancels an event or meeting. Please be aware that most events on the calendar automatically appear in the weekly bulletin.
- (3) Please do not plan events on holidays or holiday weekends.
- (4) If you need keys, please remember the Parish Office is open from 9:00 a.m. till 4:00 p.m., Monday through Friday. There is no one in the office on weekends.
- (5) Please return keys promptly to the Parish Office.
- (6) If you schedule an event (other than a regular meeting), please come to the Parish Office and fill out a Maintenance Request Form. This form must be returned to Amy Klosterman at least one week before your event. If you do not understand how to operate our locks, lighting, microphones, bar equipment, etc., please ask Amy Klosterman at 741-5320 for assistance, she will be glad to help. If you have a major event, an employee will be present to assist you.

Telephone Information:

- (7) Telephones are located in the church hall by the bar, in the Parish Office until 4:00 p.m., For emergencies, there is a telephone in the elevator: You must dial "9" to get an outside line; therefore you need to dial "9911" for emergency assistance.

Bulletin Information:

- (8) The deadline for submitting information for the bulletin is Monday at noon. Please email information to the parish office at **info@stjameswhiteoak.com**.
- (9) Please respect our school security rules which are: No one is allowed in the building on school days until 3:15 p.m. including scout leaders. There are absolutely no exceptions to this regulation. **There is absolutely no parking in school lots before 3:30 p.m. on school days.** Note: the Credit Union property is not for our use for parking (by the Modular Unit).
- (10) Please report any damage, broken equipment or accidents immediately.
- (11) Please straighten whatever space you use for any gathering including regular meetings (this includes the church lobby, restrooms, whatever used). Major event clean-up is on the following page.
 - a. put trash in trash barrel with a liner.
 - b. **if you move tables and chairs, PLEASE put back to their original location** -do not drag these across the floor.
 - c. wipe any spills on tables or floor, sweep or mop if needed. Remove tape and glue used or pay a fee for clean-up. **No tape allowed on the walls or poles.**
 - d. check and clean lobby floor and door glass - often this is overlooked, vacuum mats.
 - e. check restrooms and turn off lights.
 - f. close any windows, turn off lights, lock doors, and be certain doors latch and lock securely behind you.

- g. call 741-5320 or leave a note to inform of any problem you had with the facility. For 741-5300 for urgent matters.
 - h. stay in area scheduled for your group only (i.e. if cafeteria, do not assume you can use the Panther Pit)
- (12) **THERE IS NO SMOKING PERMITTED IN any building on the premise. If you choose to smoke outside of these premises, please properly dispose of your cigarette butts. This means they should not be placed on the ground. The smoking litter does not provide a good example for our school children.**
- (13) **IT IS PREFERRED THAT YOU NEVER USE GLITTER NOR SAND ON THE PREMISES. NO TAPE IS PERMITTED TO BE USED ON THE WALLS OR POLES!**

CHURCH HALL ONLY

SET-UP: Our maintenance staff will set up for **major events**, not meetings or scouting programs. You must complete a maintenance request form for each event. They are available in the parish office and must be returned one week before the event. A copy is enclosed for your convenience.

CLEAN-UP: Organizations have two options for clean-up. (1) you can do it yourself - description attached, OR (2) we will assign a maintenance person to clean and your organization pays the fee as follows: \$65.00 for a small event (under 80 people), \$125.00 for an average event (80-200 people), and \$155.00 for a large event (over 250 people). We reserve the right to charge an extra fee if your event requires more than the usual clean up. Bathroom clean-up is included in all three price ranges.

SOFT DRINKS: You may use the soft-drink dispenser at the church hall bar. We have Pepsi products. We will charge you at the same rate as for receptions. The price includes ice and cups. You should pay Amy Klosterman, at the Parish Office. Prices as follows:

100 people - \$ 100.	250 people - \$250
150 people - \$150	300 people - \$300.
200 people - \$200	350 people - \$350
400 people - \$400	

MAJOR EVENT CLEAN-UP DESCRIPTION (IF YOU DO IT YOURSELF)

- (1) There is an automatic \$45.00 fee for cleaning bathrooms, even if you choose to do the rest of the clean-up yourself.
- (2) Dispose of all garbage. Be sure there is a plastic liner in the trash barrel. Tie bags and take to dumpster at rear of church.
- (3) Wipe off all tables using WET towels or rags provided or bring Clorox wipes. Bar towels are in kitchen cabinet. Remove any tape or glue used.
- (4) Sweep debris off floor and dispose of same. Wet mop floor. Supplies should be in kitchen or in supply room next to ladies restroom.
- (5) Remove all your items, including food from walk-in refrigerator. Notify the office or maintenance if it is necessary to leave anything overnight, otherwise it is assumed leftovers are trash.
- (6) Be certain the lobby is thoroughly cleaned including vacuuming the rugs and picking up any debris outside the doors so it is clean for the morning Mass.
- (7) BAR AREA: this gets especially sticky. Clean extremely well all surfaces and floor.

- (8) KITCHEN: clean sink and all surfaces. If you use pitchers, wash them thoroughly and place on sink to dry. Wet mop the floor. PLEASE BE CERTAIN THE WALK-IN REFRIGERATOR IS CLOSED OR IT WILL SHUT ITSELF OFF AND EVERYTHING WILL BE RUINED AND COST YOUR ORGANIZATION REPLACEMENT CHARGES. Freezer door if used should be securely latched with provided lock.
- (9) Put tables, etc. as found unless discussed with maintenance and agreed to.
- (10) Turn off all lights. Lock all doors and securely latch behind you.
- (11) Please report any broken items, difficult to use items, or things which do not seem right to Amy Klosterman - items such as air conditioning or the walk-in refrigerator should be reported as an emergency. The office can page maintenance; the answering service can page them after office hours. Report any personal accidents to the business office - please call right away. Our insurance company needs to know.
- (12) **YOU CANNOT USE SAND ON THE PREMISES. It is preferred you do not use glitter. YOU CANNOT TAPE ANYTHING TO THE WALLS OR POLES.**
- (13) You must have permission to use the stage and backstage in the church hall. If you need to use either, please include this on your Maintenance Request Form. If you use either, you may not serve food or drink on the stage area. There are many openings in the stage floor for microphone jacks and other equipment which have been ruined at great expense to the parish. Please clean and return everything to its original position, including backstage.
- (14) Please respect our closing time when you schedule a major evening event in the Church Hall.

SUPPLIES:

There are cleaning supplies stored in the kitchen, including extra trash can liners. Dish washing liquid is on the shelf above the deep sinks. Other supplies are in the supply room next to the ladies restroom.

KEYS:

You must sign out a key at the parish office. Please remember that the office is not open on weekends, but is open from 9:00 a.m. until 4:00 p.m., Monday through Friday. Thank you

CHURCH HALL

LOBBY

Storage

Handicap Restroom

Janitor Closet
Ladies Room

STAGE

B
A
R

Rest Room

Freezer

Dyer

Mechanical Room

Men's Room

-  Sink's
-  Stove
-  Ice maker
-  Pop Machine

Walk-in Refrigerator

NOT TO SCALE

