

TO: Organizations and Committees  
Queen of Peace Parish

FROM: Laurie Haverty  
Parish Administrator

DATE: June 27, 2018

SUBJECT: Use of facility



As a growing parish and school, we hold many meetings and events during the evenings and weekends. We welcome your group to use the facility to congregate with your members.

Please help us keep costs low and our building secure by following the guidelines listed below:

1. Feel free to move the tables and chairs in your meeting space to accommodate the needs of your group. Please move the furniture back to its original layout if at all possible. This will assist our maintenance staff greatly as these spaces are often used early the next morning for school use. See diagram on the wall in meeting space for standard set-up reference.
2. Please limit the consumption of food in your meeting space. Our staff lounge is frequently available to use for snacks and food. Please let us know if you need this space.
3. Make sure that the door(s) that you are exiting from are locked. Double-check that the doors are locked securely by checking them from the exterior when you leave (some doors latch slowly).
4. Turn off the lights in your meeting area at the conclusion of your meeting. If you are the last meeting in your area of the building for the day, please turn off any hall lights as well.

As you know, a new security system was installed last fall to help keep parishioners and children secure. Our Security Coordinator, Ann-Marie Kankel, will issue your group a security code to enter the building. Please keep in mind the following:

5. Your security code will only work on the entrance door closest to your meeting location.
6. If you need access to other parts of the building (i.e. kitchen) please let the parish office know so that access doors in the hallways can be programmed to be open for you.
7. Your code will work for fifteen minutes before and after your meeting. If you require additional time, please contact the parish office.
8. Please avoid propping open entry doors; this is necessary for security purposes.
9. If you have any trouble accessing the building on your scheduled day/time please contact Ann-Marie Kankel at 574-329-0765 or Laurie Haverty at 574-276-6540 if Ann-Marie is unavailable.

Also, please make sure that our parish office has an updated list of your meeting times. Should you need to cancel a meeting at the last minute, contact the Parish Office at 574-255-9674 so that any adjustments can be made to our maintenance schedule and that signs can be posted regarding the meeting cancellation if necessary.

In the event of inclement weather, call the Parish Office 574-255-9674 and/or check the church/school closings on WSBT and WNDU. We will post "no evening activities" in the event that the campus is closed.

Lastly, should an attendee of your event become injured or have a medical concern requiring the need for emergency services (ambulance) while at Queen of Peace, please contact Laurie Haverty (Parish Administrator) at 574-276-6540.

Thank you for your cooperation and dedication to Queen of Peace Parish.