

St. Gall Pastoral Community Center



St Gall Catholic Church
1343 Centerville Lane
Gardnerville, NV 89410
775 782 2852 Fax: 775 782 2622
<http://saintgall.org> pastoralcenter@saintgall.org

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Welcome

The St. Gall Pastoral Community Center (PCC) is a multi-use facility built through the generosity of the parishioners and others moved by the Holy Spirit. The great sacrifices made by the contributors place a responsibility on those who use the facility to do so in a respectful way. We ask that you care for the PCC as if it were your own home. The St. Gall Pastoral Community Center was constructed to provide a multi-purpose facility to serve the needs of the growing parish and the community. Uses range from Religious Education classes, ministry meetings, pre-school, to sports programs, concerts, theatre events, receptions, fund raisers, social events, group meetings and much more.

This handbook is designed to familiarize you to the many features of the center, answer general questions and explain usage rules.

*Please enjoy the St. Gall PCC
We look forward to seeing you often!*

General Guidelines

The facility is comprised of 20,650 square feet which includes a full court basketball / volleyball gymnasium, restrooms, showers, a full commercial kitchen, stage and 8 meeting rooms.

The Business Administrator maintains a St. Gall PCC Schedule. Various staff members have access to this schedule and room schedules are posted in the various rooms.

Scheduled events have priority over non-scheduled events. All uses of the building MUST be scheduled. It is important to schedule your event or meeting as early as possible. Reservations will be available on a "first-come, first serve" basis. If more than one requests for an area are received at the same time, parish ministries and parish members will be given first priority.

To request and reserve space, simply complete and submit to the Business Administrator the Application and Use Request Form with your deposit.

Your request for space will be checked against the main system to ensure the requested date and areas are available. Your request is not complete until you have received confirmation.

Special air conditioning, heating, sound, video and lighting requests must also be scheduled in advance.

The parking lot lights are on timers according to a programmed schedule. They will automatically turn on and off. Additionally, the main restroom lights are on timers as well. In both bathrooms, there are always 2 emergency lights on.

Local, calling card or collect telephone calls may be made from the reception phone, meeting room phones, and the gym phone.

Do not tamper with the Fire Protection system at any time. Through-out the building there are fire doors in place for your safety. A main fire door is located in the lobby in front of the glass window. NEVER put anything in front of the window to prevent the fire door from dropping. The kitchen has 2 rollup doors that also are fire doors. In the event of an emergency where fire is detected or any fire alarm is pulled, ALL doors will drop immediately.

No St. Gall PCC items may be removed or borrowed from the building under any circumstances. This includes tables, chairs, kitchen utensils, linens etc.

If you are hosting an event outside on the grounds, please make sure you request the sprinkler system be adjusted so they won't turn on during your event.

Gambling or the use of drugs is prohibited on church property at all times.

Pets are not allowed in the PCC meeting areas or Gym.

SMOKING IS PROHIBITED IN THE BUILDING AND IN FRONT OF THE CHURCH AT ALL TIMES. Your guests may smoke outside the building on the north side behind the auditorium or at the north-east meeting room entrance. Ashtrays are provided in these areas for your convenience. The renter is responsible for picking up all butts left outside.

PLEASE NOTE THERE HAVE BEEN POLICY CHANGES – **ALL PREVIOUS ARRANGEMENTS DO NOT EXIST.** THIS MEANS ANY ARRANGEMENTS, EQUIPMENT, RATES OR USAGE NEEDS TO FOLLOW NEW POLICY AND BE **CLEARED IN ADVANCE.** THANK YOU FOR YOUR UNDERSTANDING TO HELP MAKE IT FAIR FOR EVERYONE.

Meeting Rooms

The Center offers 8 meeting rooms that can accommodate from 10 to 80 people. Each room has tables and chairs. TV & DVD equipment is available but must be reserved in advance.

Rooms are available for ministry meetings, planning sessions, choir practices, sacrament receptions, etc. In addition, they are available for community groups such as Boy Scout and Girl Scout meetings, weight watchers, card clubs, service organizations and more.

Activities shall be confined to rooms assigned with adjacent halls and entries as needed. Children must be supervised at all times.

Furnishings and equipment must be returned to their proper locations as indicated on a diagram in each room. There is limited storage, please inquire with the Business Administrator if you have specific needs. There are a total of 24 rectangle tables (30"x96") and 145 classroom chairs in all meeting rooms combined.

1. Complete clean-up is required after all meetings
2. Furniture must be returned to proper locations (see diagram in room)
3. Restrooms are to be checked, counters wiped down and all papers picked up
4. Floors are to be swept or vacuumed if necessary
5. All lights are to be turned off and ALL doors locked when leaving



Auditorium

The auditorium can seat 420 for dinner or 999 in general seating

Chairs	420
Round Tables 66" diameter	50
Rectangular Tables 30"x96"	32

The round tables comfortably seat 8 at each table. All tables and chairs are stored in the storage room on the west end of the gym.

When loading and unloading tables and chairs, always carry them across the floor, never drag them into place. Wipe down all tables and chairs and place back on appropriate storage carts. The tables and chairs need to be handled with care to avoid scratches and damage.

The wooden auditorium floor must be handled with care. All spills must be wiped up immediately. **Always dust mop the hardwood floors before and after each use** as sand, dirt or dust, when walked on, will ruin the surface on the wood floor.

To turn the lights on, there are 3 controls. There are switches on the east and west entrance walls and the main is located in the storage room. We can customize the lighting to meet your needs. Be sure to always shut off all lights when leaving.

Please specify on your reservation from if you need the basketball hoops up or down for your event.

Please DO NOT prop open the back doors of the auditorium. Please see your event manager or St Gall staff to adjust the thermostats.

Events must end by 10pm. Cleanup must be done by 12:30am. Please make sure you have enough people to do a proper cleanup job.



Kitchen

The commercial kitchen offers state-of-the-art equipment, a buffet serving window, and a dishwashing room. Some serving ware, utensils, pots, pans etc are available for use for internal ministry groups only.

If you are unfamiliar with any piece of equipment, please seek assistance or request training prior to your event. If you should receive a large delivery, please use the large roll up door located in the storage room. Remember to always leave the door closed when not receiving a delivery.

Linens

Linen rentals are available if needed. The tablecloths are 90"x90" are white and napkins are available in a variety of colors. ***These must be ordered at least 21 days before the event.***

We have:

1. 2 refrigerators and 1 freezer. 1 refrigerator is generally reserved for ministry use.
2. 4 convection ovens and 1 gas oven.
3. A 6 burners gas stove with a griddle space
4. 1 industrial microwave
5. 1 ice machine
6. 1 Cleveland Range SET-15 Tilting Skillet
1. 1 6' Pan Rack
2. 1 6' Pan Rack Warmer Oven
3. 30 Qt Mixer
4. 4 permanently mounted warming servers at our serving window

General Kitchen Rules:

1. **ALL FOOD BROUGHT IN FOR YOUR EVENT MUST BE TAKEN AWAY AT THE END OF YOUR EVENT.** Anything left will be promptly thrown away.
2. Be sure to only use food prep sinks for food. Dirty dishes, pots and pans should only be washed in the dishwashing room sinks.
3. Complete clean-up is required after every use.
4. Clean all appliances and counter surfaces
5. Sweep and mop floors.







Thermostats

All rooms are individually controlled for heat and air conditioning. To check the temperature, simply lift the cover on the thermostat and press display. In the LCD display panel, there are 4 categories. A black arrow indicator will be active on one of the lines showing the room's current status.

If you need special heating or cooling conditions for your meeting or event, please let the Business Administrator know ahead of time.

Status	Value
Occupied	The temperature is controlled and is currently running. The room will stay in a comfort zone of 69-72 degrees at all times.
Unoccupied	The temperature is set to a greater range of 65-85 to conserve energy and reduce costs when unoccupied at night etc.
Cont Unoc	This mode is in effect during vacation periods etc when the building is closed for extended periods of time.
3 hour occupied	When you enter a room for use, and it is in an unoccupied status, simply press the 3 hour occupied button located on the panel on the top right. This will engage the occupied controlled setting for 3 hours and heat or cool the room to the comfort zone settings.

Outside Grounds

There are 213 parking spaces. If you have a meeting or event during Mass times, please instruct your invited guests to park on the east side of the building.

The parking lights are on timers. They turn on at dusk and are usually set to turn off at 10:30pm. If you have an event that will run later, you can make a request to have the parking lights stay on later.

Audio/Visual Equipment

In the Auditorium there is a full audio visual system. The A/V cabinet is located in the storage room and requires a key for access. There is also a projector and a large screen that lowers from above the front of the stage area. The projector has an input for a laptop and we have a DVD player connected to it as well. There is also a 5 carousel cd player and several wireless microphones available for use. Please let us know ahead of time if you need to use any of the A/V equipment.

Usage Regulations

- ➔ The applicant/responsible party must be at least 21 years of age.
- ➔ Groups or individuals using the Pastoral Center must sign the application and use permit agreement and agree to be bound by its terms.
- ➔ St. Gall Parish is not liable for schedule conflicts. Although rare, if a conflict does happen, we will do our best to rectify the problem.
- ➔ Proof of liability insurance is required. Special events liability insurance can be purchased if needed.
- ➔ Professional licensed/bonded Security may also be required at the discretion of the Pastoral Center Ministry.
- ➔ The sale of alcohol is prohibited in the facility unless applicant making such request has obtained all necessary permits, including: Liquor license under Title 5 of the Douglas County Code.
- ➔ Alcohol may only be brought in by the renter, guests are not allowed to bring in alcohol except with prior permission.
- ➔ Professional licensed/bonded Security services are required for all events in which alcohol is served.
- ➔ Safety precautions must be observed at all times.
- ➔ The renter is responsible for safe and proper use of all kitchen appliances. The ventilation fan must be in operation whenever the kitchen ranges or ovens are in use.
- ➔ The Saint Gall Parish and Pastoral Center will not be held responsible for lost, stolen or damaged property, nor will they be responsible for injuries or damage sustained by persons using the facility.
- ➔ Minor Children must be supervised at all times and are not allowed in the building without adult supervision.
- ➔ **Smoking is prohibited in the building and in front of the Church at all times.** Your guests may smoke outside the back of the building on the north side behind the auditorium. Ashtrays are provided for your convenience. The renter is responsible for picking up all butts.
- ➔ Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in immediate termination of the Pastoral Center rental without refund. Law enforcement officers will be summoned as deemed necessary to respond to any unlawful or disruptive activity.
- ➔ No modifications or changes are allowed to any equipment or property of the Pastoral Center.
- ➔ Renters assume responsibility for all accessible areas of the building during the rental period, and will be charged for any damage to any area of the building during the rental.
- ➔ Pets and Animals are not allowed in the PCC or Meeting rooms.
- ➔ Do not tamper with the fire protection system at any time. Throughout the building there are fire doors in place for your safety. The main fire doors are located in the lobby in front of the glass window. NEVER put anything in front of the window to prevent the fire door from dropping. The kitchen has a rollup door that is also a fire door. In the event of an emergency where fire is detected or any fire alarm is pulled ALL DOORS WILL DROP IMMEDIATELY.
- ➔ Lighted candles are allowed only in conjunction with the dining table centerpieces only if secured in an appropriate base, otherwise no open flame is allowed.

- ➔ No electrical panel or equipment may be tampered with or bypassed for any reason.
- ➔ Immediately after your event all personal beverages and belongings must be removed from the premises or they will be removed by our staff and any deposits you may be entitled to by beverage suppliers, etc. will be forfeited by you.
- ➔ If your event requires additional dumpsters, you must order them in advance and have them picked up in a timely manner.
- ➔ **Absolutely no confetti and/or glitter allowed.**



Gym Clean Up

- Remove all trash from the building and deposit in trash dumpster outside the West side of the kitchen. This includes all cigarette butts outside and trash left outside by your guests. All boxes must be broken down.
- Wipe down all tables and chairs and place back on appropriate storage carts. The tables and chairs need to be stacked and loaded correctly back on the carts and handled at all times with care to avoid scratches and damage
 - Alternate top and bottom when hanging chairs on the rack starting with the top rack.
- Sweep the floors and pick up any loose papers in the restrooms. Wipe down all the counters and mirrors.
- Vacuum the lobby and other carpeted areas. If the carpets are stained by your guests, our staff will clean and bill the renter.
- Clean all appliances and counter surfaces in the kitchen. The kitchen must be left completely clean. Sweep and mop the kitchen floors
- Remove all food brought into the building.
- Remove and/or put away all supplies brought into the building. This includes all paper products from the kitchen.
- Leftover ice should be disposed of in a sink
- Remove all decorations from the building
- The wooded auditorium floor must be handled with care. All spills must be wiped up immediately. Remove all heel marks etc. from floor. Use the provided dust mops from wall to wall, after the event as a final clean up step.

Classroom Clean Up

- Cleanup any food or drink spillage
- Wipe down tables used
- Wipe down whiteboards
- Return all table and chairs to configuration posted in the room.



Insurance

LIABILITY INSURANCE IS REQUIRED OF ALL RENTERS

Event liability insurance is required for all renters when using the meeting rooms, multi-purpose room/gym, or kitchen. You may provide private evidence of insurance via your homeowners insurance policy, your groups policy or you may purchase one time event liability insurance through the center for \$130.00 per day.

If you provide your own insurance, here is the info that we need on the certificate. **It needs to be for a minimum of \$1,000,000.00**
And it needs to name:

Roman Catholic Bishop of Reno,
and His Successors, a corporation sole
290 South Arlington Avenue, Suite 200
Reno, Nevada 89501

-and-

St Gall Catholic Church
1343 Centerville Lane
Gardnerville, NV 89410

as **Additional Insured**

Other Services:

(Rates are Subject to Change)

Tablecloths:

Napkins:

If your group had access to items in the past...policies have changed so please let us know as early as possible everything you might need for your event. Thank You!

Must be Pre-Ordered!

(Three Weeks Notice Required)

\$4.25/each 85"x85"

\$0.25

Reservation Time-Table

We Need:

- Signed Application and Deposit* to hold the Reservation
 - *deposit not needed for meeting rooms
- Insurance Application & Check -OR- Insurance Certificate
 - 20+ days before Event
- Event Fee
 - 15+ days before Event
- Deposit Returned
 - Check mailed within 14 days after event

Timeline For Multi-Purpose Area Events

- PCC Business Administrator will check in with the Event Contact
 - 15 Days before Event
- Event Manager will check in with the Event Contact and Coordinate times
 - 4+ Days before Event
- Event Manager will meet with the Event Contact for Setup
 - Day of Event

Timeline For Meeting Room Use

- PCC Business Administrator will check in with the Event Contact and set up access
 - 4+ Days before Event



