

## GUIDELINES FOR USE OF MEETING SPACES



5041 9th Ave. NE  
Seattle, WA 98105  
(206) 547-3020

### GENERAL GUIDELINES FOR USE AND CARE OF ALL MEETING SPACES

1. Blessed Sacrament Church is a non-smoking facility. Please confine smoking to designated areas outside the building. Cigarette canisters are provided.
2. Tacks, staples, and nails are not allowed on walls, tables, or chairs.
3. Use caution when adjusting equipment or moving furniture. After use, return all items to their proper locations.
4. Blessed Sacrament Church is not responsible for items belonging to users or their guests in the event they are lost, stolen, or left behind.
5. Contact the Church Office at 547-3020 or email [gmcDonald@bspwa.org](mailto:gmcDonald@bspwa.org) to report any damage or maintenance needed.
6. Use the following checklist to ensure that the meeting room is clean and orderly after use.

#### Meeting Rooms

- \_\_\_ Return tables and chairs to their proper locations.
- \_\_\_ Remove decorations, including tape and balloons.
- \_\_\_ Clean and put away coffee pots, refill water pitchers.
- \_\_\_ Remove food, ice, and beverages from refrigerator.

#### Restrooms

- \_\_\_ Tidy the restroom area, and assure that paper towels and other debris are removed from the floor.
- \_\_\_ Turn off faucets, lights, and flush toilets before you leave.

#### Grounds

- \_\_\_ Check the grounds and remove trash or garbage.

#### Security

- \_\_\_ Lock doors and windows.
- \_\_\_ Turn off lights.

### SPECIAL CHECKLIST FOR THE PARISH HALL

#### Parish Hall Area

- \_\_\_ Wipe down the tables and check the area to make sure no food or beverages remain on the tables, counters, or floor.
- \_\_\_ Return the tables and chairs to their original places.
- \_\_\_ Remove decorations, including tape and balloons.
- \_\_\_ Sweep the hall floor. Brooms are located in the mop closet in the kitchen. Mopping is necessary only if liquids have been spilled.
- \_\_\_ Place non-recyclable garbage in the garbage container. Additional garbage bags are located in the table/chair storage area. A recycling container is available for non-soiled paper, glass, and aluminum.

- \_\_\_ If you used tablecloths and they were soiled, have them washed and return them promptly.
- \_\_\_ Do not leave items on the floor in the storage area. Put items back on the shelves and in the bins where they belong.

### Kitchen

- \_\_\_ Sweep the kitchen floor. Mopping is necessary only if liquids have been spilled.
- \_\_\_ Because the sink does not have garbage disposal, do not dispose of food waste in the sink.
- \_\_\_ Wash used dishes, pots, and silverware and return them to their original locations. Instructions on dishwasher operation are posted on the dishwasher.
- \_\_\_ Wash down counter tops. Do not leave any dishes or other articles on the counters.
- \_\_\_ Clean and put away coffee pots.
- \_\_\_ Turn off the dishwasher, oven, and stove.
- \_\_\_ If the stove is used, turn on the exhaust fan.
- \_\_\_ Remove food, ice, and/or beverages from the refrigerator.

### Restrooms

- \_\_\_ Tidy the restroom area, and assure that paper towels and other debris are removed from the floor.
- \_\_\_ Turn off faucets, lights, and flush toilets before you leave.

### Grounds

- \_\_\_ Check the grounds and remove trash or garbage.

### Security

- \_\_\_ Double check that the dishwasher, oven and stove top, and coffee pot are turned off.
- \_\_\_ Lock doors and windows.
- \_\_\_ Turn off lights.

### Reserving a Meeting Space

To reserve the Parish Hall or another meeting room, call the office at 206-547-3020 or email [dgonzalez@bspwa.org](mailto:dgonzalez@bspwa.org)

Be aware that rooms are reserved on a first-come, first-served basis. Even if you have used the room before, you should not assume it will be available without a specific reservation.

If you have any questions please call the Church office at (206) 732-7340 or e-mail [dgonzalez@bspwa.org](mailto:dgonzalez@bspwa.org).

## MEETING ROOMS

### PRIORY

Margaret of Savoy Conference Room  
St. Pius V Parlor

### CHURCH

St. Martin de Porres Parish Hall  
Aquinas Library  
Holy Family Conference Room



Blessed Sacrament Church  
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