

# OUR LADY QUEEN OF PEACE CONGREGATION

PARROQUIA NUESTRA SEÑORA REINA DE LA PAZ

## PASTORAL CENTER ROOMS USE REQUIREMENTS

*Updated: June 24, 2020*

Our Lady Queen of Peace Pastoral Center (Pastoral Center) has four rooms: (1) Rectory Room; (2) Saint Rita's Room; (3) Emmaus Room; and (4) Saint John Paul II Room. Each one of these rooms are for the exclusive use of the parish and the school; this includes parish groups, councils, choirs and committees. These rooms should not be rented or offered to particulars.

These are the Parish Groups (hereafter, "The user") that have permission to schedule rooms at the Pastoral Center:

- AA
- ALANON
- Altar Servers
- ANSPAC
- Camino Neo-Catecumenal
- Cenáculo de Oración: Caminando con María hacia Jesús
- Communion Ministers – English
- Coro de Niños "Voces de Paz"
- Coro Hispano – Cursillistas
- Coro Hispano – Alma Verónica
- English Choir
- Festival Committee
- Finance Council
- Grupo de Mujeres Santa Rita
- Grupo/Retiro de Emaús-Hombres
- Grupo/Retiro de Emaús-Mujeres
- Hispanic Ministry Committee
- Hospitality Ministers – English
- Human Concerns Committee
- Koinonía San Juan Bautista
- Ministers of the Word – English
- Ministros de Comunión – Español
- Ministros de la Palabra – Español
- Money Counters
- Movimiento de Cursillo de Cristiandad
- OLQP Catholic School
- Parish Staff
- Pastoral Council
- Pastoral Council Agenda Committee
- Peregrinos de María de San Juan de los Lagos
- Prayer Group – Pedro Delgado
- Religious Education – Baptismal Preparation
- Religious Education – Children
- Religious Education – RCIA
- Religious Education – Youth
- Religious Education Committee – Catechists
- Saint Tarcisus Ministry
- School Committee
- Worship Committee
- Youth Group

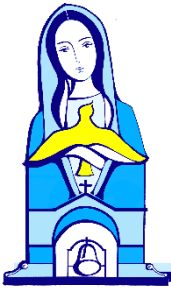
In order to properly use these rooms, these norms are to be followed (*Violation of these norms may result in cancellation of the event*):

- 1) The user must schedule the use of the room at least one week prior to the event. The scheduling of the room is done through the Parish Administrative Assistant, Leticia Barillas (414) 672-0313 Ext. 113, or lbarilla@olqpmke.org.
- 2) A permission from the Pastor is needed. The person who requests such a permission is the Parish Administrative Assistant once she receive a request from the user. If the permission is granted, the user may have access to the room 30 minutes before the scheduled starting time of the event for preparations.
- 3) The user should respect the schedule of rooms. Only the user that appears on the official scheduler on a given time has the right of using that particular room.
- 4) The user is expected to leave the room NO LATER than 11:00 PM.
- 5) The user must collect personal items, food, left-over drinks, music equipment, and decoration at the end of the meeting. No goods or equipment are allowed to be left or stored at any of the rooms.
- 6) The Our Lady Queen of Peace Pastoral Center is a Smoke/Drug Free facility.
- 7) No weapons of any type are allowed.
- 8) The maximum capacity for each one of the rooms is:

Rectory Room	30 people
Saint Rita's Room	60 people
Emmaus Room	25 people
The Saint John Paul II Room	40 people

- 9) The use of open flames (candles) are prohibited.
- 10) Minors must be accompanied by their guardian or parent at all times.
- 11) The decoration and arrangement of the rooms and activities during the event must not damage the facility.
- 12) No aggressive or disturbing behavior is allowed in the rooms during the event.
- 13) Nudity and immoral behavior during the event is prohibited.
- 14) Our Lady Queen of Peace Parish has the right of supervision of the event.
- 15) Obstruction must not be placed in entryways or exits, nor in front of fire extinguishers or call point units and emergency exits. These areas must be available for unimpeded public egress.
- 16) The user is expected to arrange their own fire drills in order to familiarize themselves with evacuation procedures.
- 17) The emergency lighting must be fully functional during the whole time the premises are occupied, and must illuminate all exit signs and routes.
- 18) Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.
- 19) The Fire Department must be called to any outbreak of fire, however, details of the occurrence must be given immediately to Rafael Medina (414) 807-6830.
- 20) Performances involving danger to the public must not be given.
- 21) The user must not bring flammable gases or liquids into, nor use such substances in any part of the premises.
- 22) The First Aid box is located in the laundry room in the first floor.
- 23) The person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of the event, or duration of the activity.
- 24) No intoxicating liquors are permitted to be sold on any part of the premises.
- 25) The users is responsible for ensuring that the noise levels of their activity is not such as to interfere with other activities within the building, nor to cause inconvenience to the occupiers of nearby houses and apartments.
- 26) Posters and similar material must only be posted on designated areas. Material must not be fixed directly to the walls.

- 27) Fully automatic heating and cooling systems are installed. Controls must not be interfered with. Any malfunction must be reported to Rafael Medina, (414) 807-6830.
- 28) Our Lady Queen of Peace Parish cannot accept responsibility for damage to or loss or theft of, the user's property and effects.
- 29) Vehicles shall park properly. They shall not be parked so as to cause obstruction at the entrance to, or exits from the Pastoral Center, neighboring houses, or other properties.
- 30) Litter must not be left in or around the Pastoral Center premises.
- 31) In case of an accident during the event, the user is responsible to complete the "Catholic Mutual Report" form and give it to Leticia Barillas within 24 hours after the accident.
- 32) **The user is responsible** for the cleaning and the proper arrangement of the room. This includes:
  - a) Cleaning the floors.
  - b) Cleaning the bathrooms.
  - c) Empty the trash; take the garbage to its proper container in the parking lot area (blue container is for regular garbage, and green container is for recycling garbage); finally, put new garbage bags.
  - d) Cleaning the kitchen or kitchenette, if it was used.
  - e) Cleaning the tables and chairs.
  - f) Leave tables, chairs and other furniture the way it was found.
  - g) Return all cleaning equipment and supplies to their place.
- 33) The consumption of soda and beer in glass containers is not allowed.
- 34) Entrance doors should remain closed during the entire event. The user should appoint someone in charge of letting their members into the Pastoral Center and keeping the doors locked.



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PARROQUIA NUESTRA SEÑORA REINA DE LA PAZ

## PASTORAL CENTER ROOM REQUEST FORM

Updated: July 01, 2020

DATE: \_\_\_\_\_

NAME & LAST NAME OF USER *(Person in charge of the event)*:  
\_\_\_\_\_

ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

GROUP:  
\_\_\_\_\_

DESCRIPTION OF THE EVENT:  
\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF EVENT:  
\_\_\_\_\_

PROPOSED STARTING TIME: \_\_\_\_\_ PROPOSED ENDING TIME: \_\_\_\_\_

*(Limit ending time: 11:00 PM)*

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

ROOM(S):       RECTORY ROOM (30 people)       EMMAUS ROOM (25 people)  
                  ST. RITA ROOM (60 people)       ST. JOHN PAUL II ROOM (40 people)

WILL YOU USE THE KITCHEN?     Yes.     No.

WILL YOU BRING FOOD/DRINKS?  Yes.     No.

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### *For Official Use Only*

Received by: \_\_\_\_\_

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

*The signature of the Pastor or School Principal is required for approval:*

Pastor or Principal: \_\_\_\_\_ Date: \_\_\_\_\_