

Sacred Heart Kitchen Use Policy

One Heart Building

Schedule events out as far as is reasonable. Scheduling requests should be sent via Google Form. Scheduling requests will be confirmed via return email. Your reservation is not confirmed until you receive the confirmation email.

Reservations should have the understanding that they may be bumped if a top tier need surfaces after dates are released to other tiers. Cooperation is appreciated.

Top Tier Priority

These get priority when scheduling building use.

- **Liturgy**
- **Sacraments** (Baptism Prep, Baptisms, Confirmation Prep (incl retreat), Adult Conf Prep, Confirmation, First Communion Prep, 1st Communion, 1st Confession, RCIA)
- **St. Cecilia School** (retreats, ceremonies, ministry, liturgical events, official school events) - per approval of the Principal

Second Tier Priority

Ministries of the Parish.

- **Youth Activities** (Faith Formation, Edge, Life Teen)
- **Small Groups**
- **Vacation Bible School**
- **Formation and Encounter Nights**
- **Backyard BBQ and Community Fair**
- **Other Church needs** (i.e., Pastoral Council, Finance Council)

Third Tier Priority

Exact dates are scheduled perpetually as able.

- **Knights and Ladies Auxiliary**
- **Rosary Groups**
- **Other Sacred Heart/St. Cecilia groups/Parishioners requesting space for faith/parish-related events or meetings**
- **St. Thomas More needs**

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Organizations eligible to use Sacred Heart Facilities

Parish Organizations: All groups or organizations officially affiliated with Sacred Heart Parish.

St. Cecilia School Events: All school meetings, seminars and gatherings sponsored by the school.

St. Thomas More: As an owner parish they are eligible to request use of Facilities.

Building use priority is based on our tiered priority list.

Responsibilities of All Who Use Our Facilities

Sacred Heart buildings are tobacco free. Smoking is prohibited inside the facility.

The door between the kitchen and the youth house will remain locked unless permission is given to use both facilities. The back door to exit the kitchen should remain closed unless exiting or entering the kitchen.

Persons using our kitchen facilities are responsible for clean-up of all equipment used.

Persons using the kitchen should observe all safety and fire protection rules in the kitchen.

Persons using our facilities must ensure that exit doors are not blocked by tables, chairs, decorations, or other items.

Sacred Heart or St. Cecilia assumes no responsibility for any lost, stolen, or damaged articles in the use of any parish facility.

Please report any personal injuries or accidents immediately to the parish office.

Decorations that require nails, tacks, tape, putty, etc. on walls or ceiling are not permitted. Do not disturb walls or ceilings.

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Set-up and Clean-up

Tables and chairs will be set up and put away by Sacred Heart maintenance staff for all parish events. Knights of Columbus will set up and put away tables and chairs for their particular events. Caution should be taken when removing and replacing tables from racks. Two people are needed to do this safely.

People using our facilities are responsible for returning the room to the condition in which it was found immediately following the activity. This includes bagging trash and placing it in the dumpster, wiping tables and chairs and cleanup of any spills or material on the floor. Dirty towels should be placed in the appropriate containers for washing.

Storage of Items in Kitchen

Cooking Equipment - Pots, Pans, Etc.

There are three closets in the kitchen. They are to be used as follows:

- Custodial Closet - This will be to house all janitorial supplies and equipment. Do not place other supplies in this closet.
- Sacred Heart Kitchen Supplies - This will be to house all supplies for cooking and other miscellaneous kitchen use.
- Knights of Columbus Supplies - This will be used for all supplies belonging to the Knights of Columbus. It will have a separate keyed lock. Use of these supplies will be by permission only.

Food Storage

Labeling - All food should be labeled with the organization it belongs to whether it is in the refrigerator or freezer. Please do not use other organizations' food.

Refrigerator - All food stored in the Refrigerator should be for upcoming events. Any leftovers after an event should be removed from the refrigerator unless there is a planned use within 7 days. Any prepared foods left in the refrigerator should be well marked with the date and organization it belongs to.

Freezer - All food stored in the Freezer should be for upcoming events. Do not store excessive amounts of food for future events. Please make sure your food is well marked with your organization' name. Be aware of the space we have which is used by multiple organizations and that we will need extra space at times for big events such as the backyard barbecue and the community fair.

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Alcohol - All alcoholic beverages must be removed from the refrigerator after events. Alcohol should be locked if kept on the premises or housed in offsite storage or refrigerators.

Use of Kitchen Equipment

Cooking Equipment - Stoves, Ovens, Warmers, Etc.

Anyone using the cooking equipment must follow all safety precautions, especially Fire Safety. With that being said, anyone heading up a cooking team should have prior experience in cooking with commercial kitchen equipment or have a brief introduction to using the equipment. There will be posted directions in the kitchen to help with this. Double check all burners and cooking equipment to make sure they are turned off prior to leaving the kitchen.

Pots, Pans, Supplies, Etc.

All equipment in the Sacred Heart Closet is available for use by Sacred Heart cooking teams. Please make sure to clean well following posted instructions and return to the closet when finished. When using disposable items, please let the Front Desk Administrator know if supplies are running low. The email for notifying of low supply levels is frontdesk@shbroussard.org. Knights of Columbus maintain their own supplies and cooking equipment.