

HOLY FAMILY PARISH CENTER

Facility Representative

Facility Representatives (Reps) are present whenever a large, one-time, *non-parish* rental event is taking place in the Parish Center Social Hall and Kitchen. They may also be present when a large *parish* event is happening, and the appropriate staff person is not available. The Facility Rep is present for the duration of the event from start to finish.

Facility Reps are paid \$20.00 per hour. In addition to event time, some time may be included for an orientation meeting before the event and a follow-up meeting after the event. This compensation is paid through the parish payroll system and is included in the rental fee charged to the user. In some cases, a parish custodian may also be present during, immediately after, or the day after the event for a final clean to Holy Family standards.

During their shift, the Facility Rep will most likely have some “down time”. They will have access to a “quiet space” in the building where they can read a book, do personal work, etc. The majority of their responsibilities will take place before and after the event. During the event, a periodic “walk-through” and “check-in” is probably all that is required. In case of emergency, contact information for parish facility managers, fire and police, etc. will be provided.

Facility Reps are responsible for making sure the event is a positive experience for both the non-parish user and the parish. This is accomplished by having:

- A working knowledge of the parameters of the event needs, including type of event, duration of event, spaces to be used, expected number of attendees, special needs, etc.
- Key access to all appropriate spaces, including the exterior doors and lobby, social hall, kitchen, janitor’s room, etc.
- A working knowledge of all building systems, including lighting, door operation, kitchen equipment, social hall audio/visual, etc.
- A working knowledge of all building policies and procedures, including kitchen operating guidelines, cleaning procedures and supply locations, etc.
- A working knowledge of the expectations of the user in terms of appropriate set-up for the event including types and placements of decorations, permissible use of parish equipment and supplies, etc.
- A working knowledge of the expectations of the user in terms of appropriate behavior in and around the building, in the parking lot and neighborhood, etc.
- A working knowledge of the expectations of the user in terms of clean-up after the event including the reset of tables/chairs and supplies/equipment, the wiping down and spot-cleaning of counters, sinks, appliances and floors, the disposition of garbage and recycling containers, etc.

- An orientation meeting to complete an orientation checklist sometime before the event and a follow-up meeting to complete a clean-up checklist immediately after the event with the rental party. Successful completion of the latter will determine whether or not the reservation/damage/cleaning deposit is refunded in part, in full, or at all.
- A final walk-through of the building, as the last one out, to make sure all lights and fans, etc. are off and all windows and doors, etc. are secure.