



Our Lady of Hope Parish - Hall Event Form



Requires Adobe Acrobat or Adobe Reader to fill out this form

Today's Date

Location

Type of Event

Date of Event

Insurance Certificate YES NO Date Sent

Time (From set-up to clean-up) hall is in use to

Kitchen YES NO

If YES, please check Cooking Heating Other

Number of People (approx.) Coffee Buffet Table

How many tables do you want set-up ?

Special Requests:

Once your event has finished it is expected that you spot clean any spills and sweep up any food/crumbs on the floor, collect the trash and deposit the trash bags in the dumpster located outside the yellow door at the bottom of the stairs on the side of the hall. Thank you.

Contact Person

Contact Phone Number

Parishioner YES NO

If you are a parishioner please list ministries you are involved in:

Mail to: Our Lady of Hope Business Office - 673 Stevens Avenue - Portland, Maine 04103-2640
or Email to Mary.Cafazzo@portlanddiocese.org

Use of Our Lady of Hope Parish Hall Acknowledgement Agreement

Resuming meetings and events in parish facilities during our current pandemic requires careful planning and consideration for the safety of our employees, volunteers, parishioners, and the greater community we serve. The safety and health of all are among our top priority.

To meet the state requirements for reopening the parish hall some things have changed. We now have a maximum of two spaces that can be used to have meetings or events, the large main hall space and the entire annex space (this used to be two classrooms but the wall has been opened to create one large space). The main hall can have 45 people allowing for the 6 feet of social distance and the annex can have up to 15 people. So even though the state maximum for groups is 50 people the social distance guideline is to be met first.

The following guidelines to use the hall facility have been established to ensure that the safety and health priority is met.

- A point person is to be assigned for each meeting and must be aware of what the symptoms are for COVID-19. This person is responsible to remind all participants not to attend these gatherings if they are experiencing ANY of the COVID-19 symptoms. This person is also responsible for maintaining an attendance sheet of all meeting participants and their contact information. If a person is not willing to give their contact information, they may not attend the meeting on parish property. This attendance sheet is to be kept for 21 days following the date of the meeting. If any participant is found to be positive for COVID-19 within that time frame the point person will need to provide the public health interviewer, the attendance sheet.
- Masks are required by all parties attending the meeting/event and will not be provided by the parish. The masks may only be removed when a participant is seated and at least 6 feet away from other participants not living in the same household.
- Hand sanitizer will not be provided.
- You are encouraged to leave doors open and to open windows during the warm weather months to let fresh air into the room.
- The group is responsible for properly sanitizing the room and restrooms before and after their meeting to ensure safety. Cleaning should consist of all knobs, door handles, bathrooms, furniture used and any other touched surfaces. Use the cleaning products located in the marked storage cabinet in the back hallway by the restrooms as these will not damage the finish.
- No coffee makers or serving equipment is to be used. No hospitality tables. Individuals may bring their own beverages/snacks and may not share.
- Once the meeting has adjourned please exit quickly and safely. Do not congregate outside the building and leave the property promptly.

Point Person name _____

Point Person contact information: phone number _____

Email address _____

I, _____, have read and agree with the Our Lady of Hope Parish acknowledgement agreement. I take full responsibility to communicate the guidelines to group members and be sure all participants follow the guideline. I understand that if there isn't 100% participation in following the guidelines as stated the group will no longer be allowed to use the facility. It is at the discretion of the parish administration to determine if guidelines are being followed.

(signature)

(date)