



Angela Center
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**MANAGER/COORDINATOR INSTRUCTIONS
FOR ORGANIZATION - PROVIDED FOOD SERVICE**

Angela Center is on the edge of an open space area which provides for quiet walks in a natural setting. That same setting, as well as areas near buildings, is home to insects, rodents, reptiles, vertebrates, including skunk, fox, bobcat, deer, to name but a few. Given an opportunity, unless the outside doors are closed, these can and do come into the building(s). For health and safety reasons, it is important that, unless entering or exiting the building(s), outside doors be closed at all times.

Prior to the start of the scheduled event, one copy of this document signed, dated and initialed is to be returned to Angela Center Main Office, or Angela Center staff member on duty. One copy retained by the Manager/Coordinator.

1. Executing these instructions for which the Organization is contractually obligated is your responsibility. Where needed, you are to communicate these instructions to participants and/or guests. You are the liaison between the participants and the Angela Center staff. a) Participants are to make their needs known to you and you, where appropriate, are to inform the staff person on duty of those needs. b) You are to provide prompt notification to the staff person on duty of equipment malfunction or failure, sewer back-up, the presence in the buildings of insects, rodents, or other creatures. initial _____
2. After unloading luggage, all cars, including your staff cars, **are to be parked in the lower parking lot, not in the "Permit Parking" lot reserved for Angela Center employees.** There is very limited parking in spaces adjacent to Ursula Hall or the modular home. **While unloading, cars must not be left unattended in roadways or near building entrances or the Angela Center Garage entrance.** initial _____
3. Use a cart or dolly to move heavy bulky equipment or supplies, which are not be dragged up stair wells or along corridor hallways. initial _____
4. You are to 1) ensure that all outside doors and windows are securely closed at all times, 2) inform participants that they are to close doors unless entering or exiting the building. Doors are not to be left in a propped open position. initial _____
5. To prevent duplication or neglect of obligations for which the Organization is contractually responsible, it is your responsibility to coordinate with the Licensed Food Manager to ensure that the "Use Instructions for Ursula Hall/ Angela Center Kitchen, Pantry and Laundry Room" as well as the "Manager/Coordinator Instructions" are observed and followed for Ursula Hall/Angela Center/Brescia Hall. initial _____
6. Screws, nails, etc., are not to be used to affix papers to the walls or ceilings. **Only Blue Painter's tape may be used on wall surfaces.** Angela Center/ Ursula Hall wall hangings/photographs are not to be removed or relocated. initial _____

7. Shoes are required to be worn at all times in and around food service and preparation areas.

Initial _____

8. In each of the bedrooms are directions for clean up. On the closing day remind participants to follow these instructions. Before leaving, those sleeping in Brescia Hall are to, as directed, bring linens to the Laundry Room at either Angela Center or Ursula Hall. *Remind participants in Angela Center/Ursula Hall to turn off lights and heaters in their rooms when not needed. Rather than being turned off, thermostats in Brescia Hall are to be left at 60 degrees.*

Initial _____

9. If you are responsible for conference room(s) and dining room clean-up, restore order according to the diagrams provided upon your arrival.

Initial _____

11) It is your responsibility to make certain that all outside windows and doors are closed and locked. If your group has used Brescia Hall it is also your responsibility to make certain that the bedroom doors, outside windows and doors at Brescia Hall, and Brescia Lounge are closed and securely locked. As directed, return keys to the designated area.

Initial _____

12) Angela Center assumes no responsibility for items left behind. We provide no storage space for either the Organization's or personal belongings.

Initial _____

Organization _____ for event scheduled from _____ to _____

Manager/Coordinator Signature _____ Date _____

Date received by Angela Center _____, by _____

It is hoped that you enjoy your stay at Angela Center. Should you have any questions, please ask. We thank you in advance for your thoughtfulness and consideration for the health and well-being of participants as well as the care of Angela Center equipment, facilities, and environment.