



Angela Center
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**MANAGER/COORDINATOR INSTRUCTIONS
FOR ANGELA CENTER - 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.** Cars are not to be parked in the loading dock at the North end of Angela Center. 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.** 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 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. 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 wall hangings/photographs are not to be removed or relocated. initial _____
6. **Shoes are required to be worn at all times in and around food service and preparation areas.** initial _____

7. Meal times cannot be changed by more than 15 minutes, and that only with advance notice to the kitchen. The group will be assessed an additional charge of \$25.00 for each 15 minutes that the Group is late for meals. Even though the dining room will remain open for one hour, food will be available for the first half hour. Announce to your group that : 1) meals may be eaten in either the dining room, or weather permitting, outside, never in meeting or sleeping rooms, 2) after eating, dishes are to be bussed to the designated area. The dining room will be closed at the end of ONE HOUR. After that time participants are to continue discussions/ conversations in other areas of the facilities. initial _____

8. On the final day, you are to inform the kitchen well in advance of the number to be expected for the final meal. initial _____

9. Participants may not make use of the Kitchen or Food Service Areas to prepare their own meals. Guests with special needs should bring their own pre - prepared food which may be microwaved. Very limited refrigerator space may be available. initial _____

10. Each evening, at the program's conclusion, turn off all conference room air conditioning/heat and lights. Make certain that all outside doors are locked. Remind participants in Angela Center or Ursula Hall to turn off lights and heaters in their rooms when not needed. initial _____

11. In each of the bedrooms there are directions for clean up. On the closing day, remind participants to follow these instructions. Before leaving, those sleeping at Brescia Hall are to be directed to bring linens to the laundry room in either Angela Center or Ursula Hall. Rather than turned off, thermostats in Brescia Hall should be left at 60 degrees.

12. Before final check-out 1) Remind participants in Angela Center/Ursula Hall to turn off lights and heaters in their rooms. If Brescia Hall has been used, be certain that the bedroom doors, windows and outside doors at Brescia Hall and Lounge are locked and 2) make certain that all Ursula Hall or Angela Center outside doors are locked, windows closed. As directed, return keys to the designated area.

13. If you are responsible for conference room(s) and dining room clean-up, restore order according to the diagrams which were provided on your arrival at Angela Center.

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

It is hoped that you enjoy your stay at Angela Center. Should you have any questions, please ask. 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.

Organization _____ for event scheduled: from _____ to _____.

Manager/Coordinator Signature _____ Date _____

Date received by Angela Center _____, by _____