

**St. Thomas More Parish
Weis Center Building Information
8635 Calumet Avenue
Munster, IN 46321
219-836-8610**

St. Thomas More Parish

Weis Center General Rules & Guidelines

PURPOSE

The primary purpose of St. Thomas More's Weis Center is to provide a facility where St. Thomas More Parish ministries can carry out their mission. The ministries are comprised of both adults and youth.

The Weis Center may be scheduled for use by St. Thomas More organizations when available. Because we do not have 24/7 staffing in the building, we rely on the building users to keep our Weis Center safe, clean, and ready to use by other organizations and ministries. Please leave it in great shape, like you would want to find it if you were coming in to do a ministry! Also, please respect other ministries/organizations using the building at the same time as your ministry.

COVID-19

Please see Exhibit 2 for rules and guidelines concerning the use of the Weis Center during the pandemic.

SCHEDULE A ROOM

All rooms are now scheduled through the Facilities Scheduler Program. Please see Exhibit 3 for the Facilities Scheduler Directions. If you are having problems, please contact the Parish Office for training and assistance. See Exhibit 1 for a description of and location of rooms at the Weis Center.

Arrangements for obtaining and returning keys and fobs are made with the Parish Office staff. At this time the hours of the parish office are Monday Thru Saturday 9am to 3pm.

All Ministries must complete the revised Weis Center Usage Agreement dated after 10-5-20 before they can utilize the building.

ROOM SET UP

We encourage the use of rooms as they are set up. The hall and meeting rooms 101, 104, 105 and 107 have all been set up with a specific number of tables and chairs. You are allowed to move the furniture around, but we ask that you make sure that the meeting space maintains 6 feet of social distance between those in attendance and that you return the room to the way you found it before you leave. If you are looking for different tables, etc., please contact Kim Smith (219-836-8610 ext. 2331 or ksmith@stm-church.com) to discuss.

We ask that organizations do their own set up in the hall, if possible. If your organization is unable to do their own set-up, please complete a Room Use Form (Exhibit 2), and staff will help set up your room.

Round and rectangular tables, podium and chairs are available to use. Please refer to the diagram in Exhibit 1 to see where all items are stored. Contact Kim Smith to see if you must tear down the Hall after your meeting.

Use of special equipment (moonwalks, climbing walls etc.) is prohibited.

SECURITY

We take security of the building very seriously! At no time should any door be propped open!

The chairperson of the ministry is responsible to make sure the building is secure at all times. The chairperson retrieves the key fob and keys from the Parish Office. After gaining entry into the building, we ask that one member of the ministry (not necessarily the chairperson) waits at the main door and greets the other members of their ministry/organization. Once the meeting starts, anyone late can ring one of the two door bells. One bell is

for the big room and the other bell is for the other meeting rooms. The doorbells will alert the designated person from your ministry that someone is at the door waiting to be let into the building.

The Northeast exit door (to the right of the stage) is alarmed. **This door is to be used only in an emergency.**

The church will not be responsible for personal property in the building.

HEATING & AIR CONDITIONING

IN THE HALL

1. To adjust HEAT – The thermostat is on the Northeast wall (next to room 103) in the hall. You must turn the thermostat back to 68 degrees when the event is over.

To adjust AIR CONDITIONING – The thermostats are on the West wall in the big room. Always operate all three units and set to same temperature. You must turn back all three thermostats to 78 degrees when event is over.

ROOMS 101 AND 102

The thermostat to control heat or air for rooms 101 and 102 is located in room 101. Set room to desired temperature by using the up and down arrows for your comfort level. Upon leaving you must set temperature (cooling) to 78 degrees, if in heat mode set temperature to 68 degrees.

ROOMS 104, 105 AND 107

The thermostat to control heat or air for rooms 104, 105 and 107 is located in room 107. Adjust temperature using up or down arrows to your desired comfort level. Upon leaving you must use up and down arrows to set temperature in (cooling) 78 degrees and (heating mode) 68 degrees.

Please come to an agreement with the other organizations using the building at the same time about the temperature in the rooms on the same thermostat.

Do not open the windows. Most do not open and close properly and they do not provide increased air flow.

TECHNOLOGY, INTERNET AND PHONES

There are two phones located in the building. One at the reception desk and one in the kitchen. They have been programmed with a button to the Parish Office, Kim Smith (2331) and Mike Popovich (2313). Please note that those extensions will not be answered when the main building is closed.

If you need the internet, projectors or other equipment, please contact the Parish Office for specific directions and access.

KITCHEN & FOOD IN THE BUILDING

During the pandemic, we ask that you carefully consider if you should offer food and drinks at the Weis Center. You **MUST** make sure that all items are individually wrapped or can be served without participants sharing serving pieces (i.e. tongs). At this time you cannot have a buffet or serve food family style.

All organizations may use the kitchen. You must reserve the kitchen if you are planning to use it. Any kitchen equipment may be utilized (i.e., coffee pot, serving platters, bowls).

The stove/oven may be used by adults. All spills must be cleaned up and the unit should be turned off when finished. Food may be placed in the refrigerator/freezer, but must be removed at the end of the event. The kitchen must be cleaned and left in the condition you found it.

All garbage must be bagged and placed in the dumpsters located outside the building. Every garbage can in the facility must be lined with a new plastic liner which can be found in the bottom of all trash cans.

ABSOLUTELY NO:

- Smoking
- Propping doors open
- Opening windows
- Colored drinks in carpeted rooms. *Any spills should be reported to staff immediately!*
- Taking church equipment from the premises for personal use (includes all tables and chairs)
- Kicking/throwing of balls in any room
- DUCT TAPE on hall floor (Painter's tape is a usable alternative)
- Crafting material smaller than ¼" on carpeted areas (i.e., glitter)
- Alcoholic beverages (unless special permission has been granted)

MEETING STORAGE

There is limited storage for regular meeting materials for ministries. Please contact the Parish Office to inquire about storage availability. The storage room doors must remain locked at all times. Do not use items in the storage room unless you have been given permission by the ministry.

SOUND/PA SYSTEM

The Knights of Columbus generously donated a sound system for the hall. Please see Exhibit 6 for detailed instructions on how to operate the system. Please make sure to take care of the equipment and turn the system off after you use it.

END OF NIGHT & LOCK –UP PROCEDURES

All garbage must be bagged and placed in the dumpsters located outside the building. Every garbage can in the facility must be lined with a new plastic liner (these are provided.)

All decorations (streamers, balloons, etc.) and leftover food must be taken down and disposed of.

The last person in the building should be the ministry leader or the person who requested the use of the building for the event. This person needs to review the "Weis Center Exit Checklist" (Exhibit 5). Each item on the checklist needs to be completed. At this time, we are not requiring a form to be turned in.

To lock and secure the building, please follow this procedure:

1. Review the checklist and check each area as specified (kitchen, bathrooms, doors and lights). Paying attention to make sure the area is clean/disinfected, lights turned off and your meeting room door is locked.
2. As you exit, make sure that all 4 doors are locked by pulling on the door from the outside.
3. If you need to return a key, please follow directions discussed when arrangements for the key were made.

CHAIRPERSON'S RESPONSIBILITY

The chairperson is personally in charge of and responsible for the conduct of all persons in attendance. They are also responsible to make sure that no one is in any room not previously reserved. Doors of rooms not requested (and approved for use) must remain locked. **No one is allowed upstairs.**

If set policies and procedures are not followed, organizations may lose the privilege of using the Weis Center. Several warnings for failure to follow procedures will be given before usage privileges are revoked.

Exhibit 1

St. Thomas More Parish

Weis Center Floor Plan Updated for Social Distancing

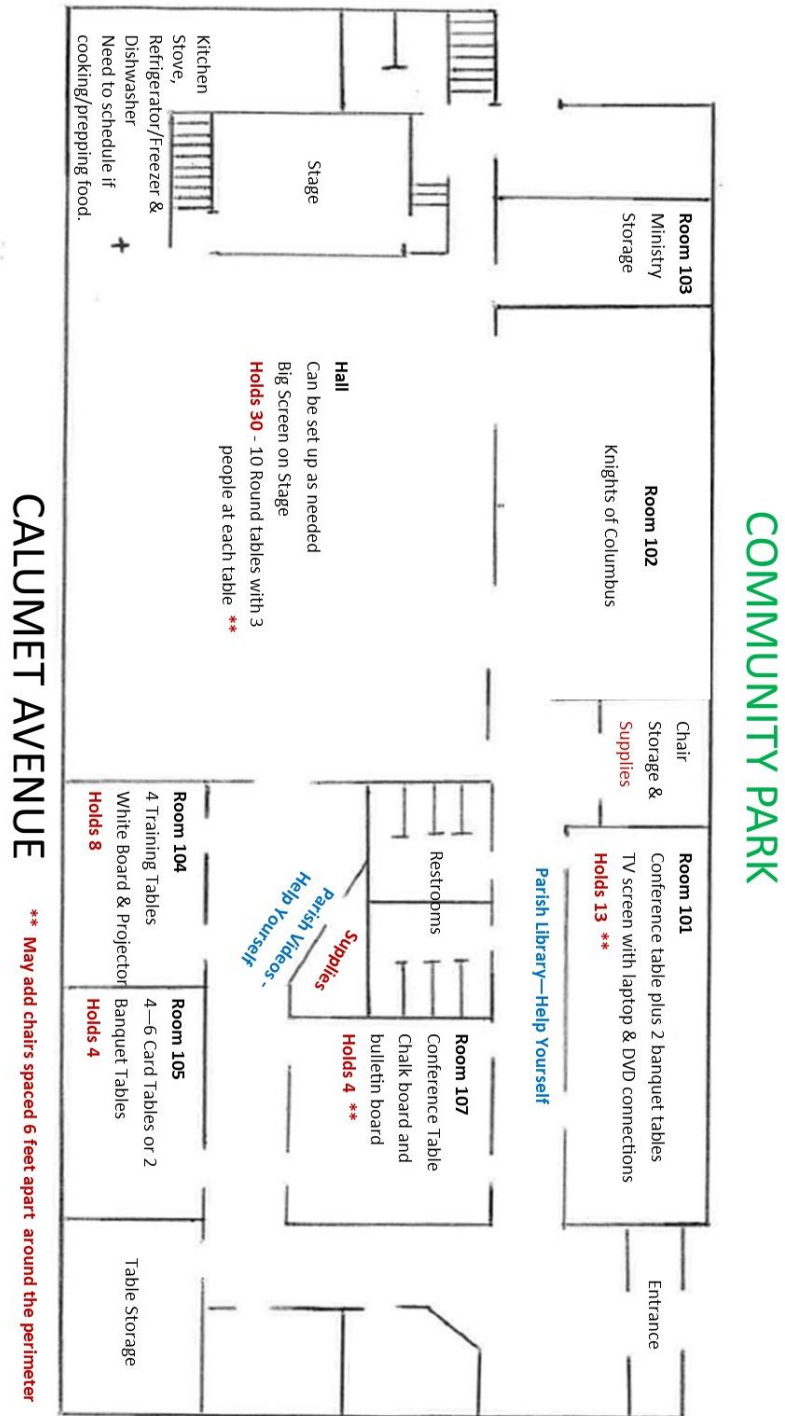


Exhibit 2

St. Thomas More Parish

Weis Center COVID-19 Rules & Expectations

St. Thomas More Parish looks forward to welcoming the ministries back to the Weis Center. These rules and expectations have been developed with guidelines set forth by the State of Indiana, Center for Disease Control and Prevention (CDC), Lake County Health Department and the Diocese of Gary. It should be noted that the conditions, medical landscape and growing body of knowledge surrounding COVID-19 continues to evolve. We will regularly evaluate this plan. The health and safety of our parishioners and staff is our utmost priority in providing a safe environment for all who use the Weis Center.

Building Maintenance and Sanitation:

- The Weis Center will be cleaned during or at the end of the day, depending on the scheduled usage of the building.
- We ask that before you and your meeting participants leave the building, you wipe high-touch or high contact surfaces such as tables, chairs, doorknobs and sinks. Pinequat (cleaner and disinfectant) and paper towels are available in every room. Spray the surface with the Pinequat and wipe with paper towels. This will help to protect other individuals that use the same room prior to being fully cleaned by the custodians.

COVID-19 Rules for Building Usage

- The most important mitigation strategies include
 - Staying home if you are ill
 - Social distancing (6 feet of space between individuals)
 - Handwashing and sanitizing
 - Face coverings
- The priority for preventing the spread of disease at the Weis Center is to insist that anyone with COVID-19 symptoms stays home. Additionally, individuals should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Individuals need to stay home for 14 days prior to attending meetings or events.

Symptoms Impacting Considerations for Exclusion from Events/Meetings

- | | |
|---|-------------|
| ○ A fever of 100.4 degrees F or greater | Cough |
| ○ Shortness of breath or difficulty breathing | Chills |
| ○ Repeated shaking with chills | Muscle pain |
| ○ Headaches | Sore throat |
| ○ New loss of taste or smell | |
- The tables and chairs at the Weis Center have been set up to promote social distancing. It is the responsibility of the ministry chair or meeting organizer to keep attendees at least 6 feet apart at all times. Please refer to the Weis Center Floor Plan (Exhibit 1) listing of maximum number of meeting attendees at tables. It is possible for you to have chairs around the perimeter of the larger meeting rooms, but keep chairs at least 6 feet apart.
 - Everyone entering the Weis Center **MUST** wear a mask. If the organizer of the meeting feels comfortable, they can allow the attendees to lower their masks as long as they are sitting and are at least 6 feet apart.
 - Hand sanitizing stations are in the main entrance and hand sanitizer is in every room. Please promote hand washing and sanitizing.

Exhibit 3

St. Thomas More Parish

Weis Center Facilities Scheduler Directions

1. Go to the St. Thomas More Church website at: <https://www.stm-church.com/>
2. On the left side of the page under “Facility/Event Scheduler” select the second option to “Click Here” to review the calendar to see which rooms are available for the date of your meeting/event.
3. Go back to the main menu and select the first option to “Click Here” to schedule an event.
4. This will bring you to the Event Registration Form page.
5. Enter the Event name (i.e. Monthly Meeting) if you would like.
6. Select the organization associated with the event. If your organization isn’t on the drop down list, please enter it below.
7. Enter your contact information: First/Last name; phone number and email address. Please note that you must give us an email address that you currently use since this is how we will communicate with you.
8. Select the facility (room name) where this event will occur. Please enter a second choice in case there is a conflict. If your event can only occur in the first room selected, leave the 2nd option blank.
9. Enter/select a date range. Make sure you enter the same date for “From” and “To”.
10. Enter/select the times for the event. Remember to put AM or PM.
11. Enter the amount of time you think you will need to setup and cleanup. Give yourself enough time so as to not interfere with any other organizations.
12. Under “Scheduling Options”, click either “One Time Event” or “Recurring Event”. If it is recurring, make sure the same days and times are listed.
13. Under “Other Comments”, please list any other information that will help with the setup of the event. List any items you will need such as the number of chairs, tables, etc. that differs from the standard room set up listed on the Weis Center Floor Plan. Please try to use the standard set up or provide volunteers to help set up your event.
14. Review the form and click “Submit Form” when the form is complete/correct.
15. If there is a conflict or other issue with your event, you will receive an email stating such and you will have to pick another facility, time, or day, depending on the calendar.
16. If there is no conflict or other issue, you will receive an email stating that your event has been listed on the calendar.

Exhibit 4
St. Thomas More Parish
Weis Center Room Use Form
Only complete if you need changes to regular set-up

Date of Form: _____

Date of Use: _____

Time of Use: _____

Which Facility: Weis Center

Which room/rooms will be used: _____

Users Name: _____

Organization Name: _____

Contact Information:

Home # _____

Cell # _____

Set up Information:

On the back, please include a diagram of how you would like the room to be set-up.

How many chairs and tables (specify type): _____

Anything else needed: _____

Any questions or comments on set up please call

Kim Smith at 219-836-8610 Ext. 2331 or ksmith@stm-school.com

If this form is not filled out, we will not guarantee your room will be set up.

10-5-20

Exhibit 5

St. Thomas More Parish Weis Center Exit Checklist

Please check the following when completed:

- _____ Lock and secure windows and all doors. Please verify that the doors are locked as you exit.
- _____ Sweep and vacuum floors, mop floors (if necessary). Refer to Exhibit 1 to locate the cleaning and restroom supply closets
- _____ Disinfect all tables, chairs, counters and door handles used (all rooms including the kitchen)
- _____ Return tables, chairs and podium to original positions
- _____ Clean refrigerator and stove/oven (if used)
- _____ Take down and dispose of all decorations (streamers, balloons, etc.)
- _____ Take garbage to dumpster and replace liners (hall, kitchen and all restrooms)
- _____ Turn off all lights and the hall sound system if used.
- _____ Set thermostats according to directions.
- _____ Make sure that all doors are locked

- For set up's or custodial assistance, contact Kim Smith at 219-836-8610 ext. 2331 or ksmith@stm-school.com.
- Contact Mike Popovich for any major maintenance or fire alarm issue at 219-789-0700.

Exhibit 6-1

St. Thomas More Parish

Weis Center Sound System Instructions

A. Hand Held Wireless Microphones

1. **Turn On the Amplifier** – On/Off Switch in the rear of the unit (see below).



2. **Turn On the Wireless Microphone(s)**. There are 2- buttons next to each other on the front with the icons for “down” and “up” respectively → ▼ ▲

Push and Hold the “UP” button (RH button) until the amber LED is solidly lit (about 3 seconds)-then release- microphone is ON (see below).



“Up” and “Down” Gain Buttons



Push and Hold “UP” button to turn on

Exhibit 6-2

St. Thomas More Parish

Weis Center Sound System Instructions

NOTE: After the event → **Turn OFF the Microphones** by pushing and holding the “DOWN” Icon ▼ (to the LEFT of the UP button) for 3 seconds then release. The Amber Light will flash on/off for about 20 seconds then shut off. You can turn the microphone back on again by pushing the “UP” button as above.

3. Adjusting the Gain (volume) of the Microphones.

Easiest way is to adjust the Gain control on the AMP itself as some people have difficulty is pushing the buttons on the microphones and shut them off by accident. Gain controls (labeled “Wireless 1” and “Wireless 2”) are separate for each microphone and will be set at mid-range as a default. (see Below).

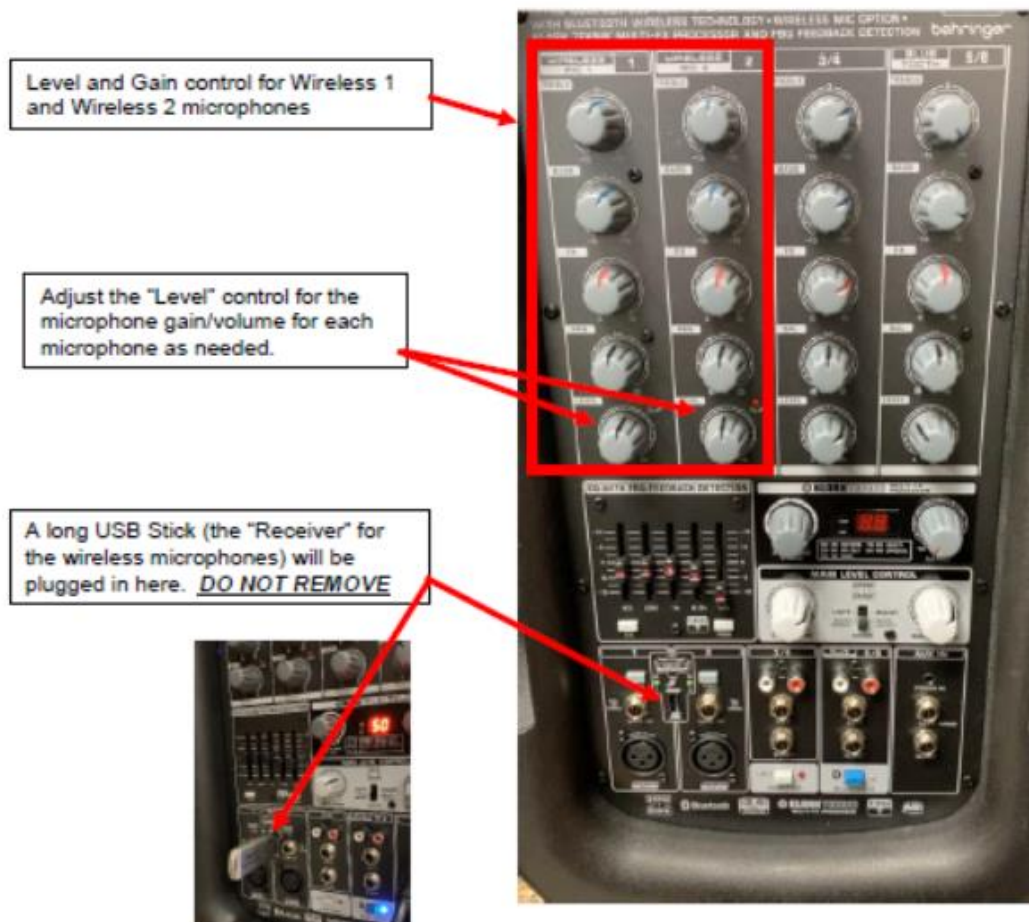


Exhibit 6-3

St. Thomas More Parish

Weis Center Sound System Instructions

B. Bluetooth

Only 1-Bluetooth device can be connected at a time—typically a Smart Phone. If you change or “switch” smart phones after the first Smart Phone is connected, you must “turn off” your Bluetooth mode on the first Smart Phone connected- otherwise the AMP will still look for that first connection.

To connect, push and hold the Blue Button until it flashes (a few seconds). It’s now discoverable. Open your Bluetooth settings on your Smart Phone and select “Behringer PPA500BT” when it appears.



To connect, Push and hold the Blue Button. It will light up blue and “flash”



When connected, light will stop flashing and become “solid”

Gain/Volume control for Bluetooth is the farthest RH control on the AMP—labeled “Bluetooth” inputs 5/6. Your Smart Phone also has a “volume control” – so be careful how you set the volumes on the AMP and Smart Phone – you can control volume from either. And yes, the mics would still be “live” when playing music via Bluetooth—so enjoy Karaoke!



Gain/Volume Control

Exhibit 6-4

St. Thomas More Parish

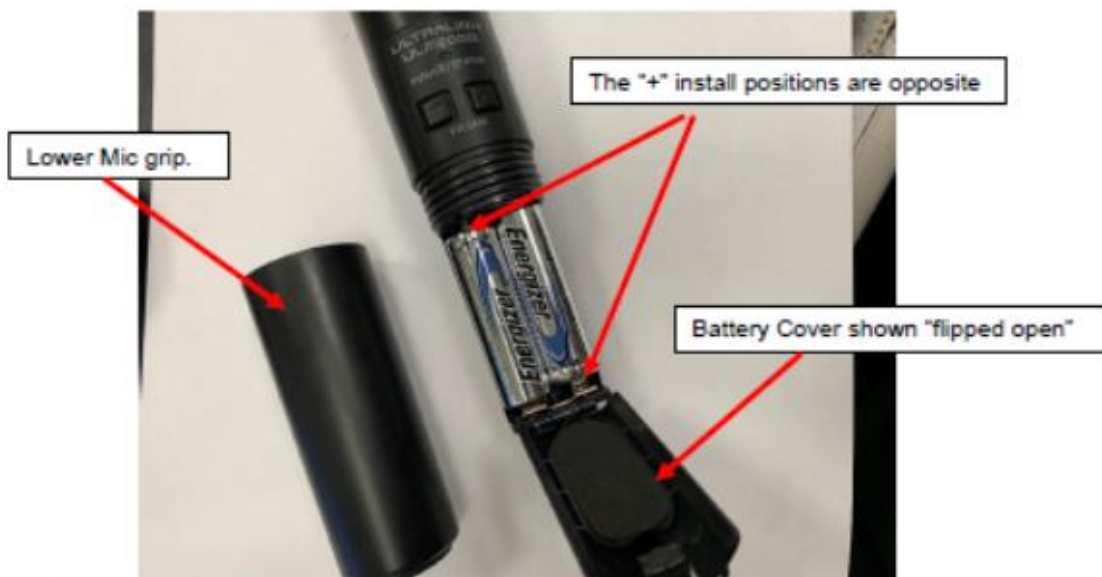
Weis Center Sound System Instructions

C. Changing Batteries -- Handheld Microphones

Always check batteries before the event. Spares "should be" in room 103 on the RH Shelf—103 is first room to the right of the stage.

How to change the batteries (2-size "AA"):

1. Unscrew and remove the lower part of the microphone called the "mic grip" (below the Up/Down buttons)
2. Push the lock tap and "flip open" the battery door (hinged on 1-side)
3. Insert new batteries. The location of the "+" end is shown in the battery case—note the picture for position.
4. Close the battery door.
5. Screw the "mic grip" of the microphone back on.



C. Changing Batteries – Lapel Microphone



Exhibit 6-5

St. Thomas More Parish

Weis Center Sound System Instructions

D. Using the Wireless Lapel Microphone

The lapel mic requires a separate receiver. That receiver is already plugged into the AMP mic input "3/4". You simply need to: **(a)** turn on the receiver and **(b)** turn on the lapel mic transmitter (which can be clipped on a belt or other clothing location). The Lapel mic transmitter has its own "on/gain" control knob and needs to be turned on for use. **It is also operated by 2- "AA" batteries.** Both the mic control knob on the clip-on transmitter and the "3/4" level knob controls volume of the mic— recommend set level control on "3/4" at "11:00" and adjust the transmitter knob as needed.

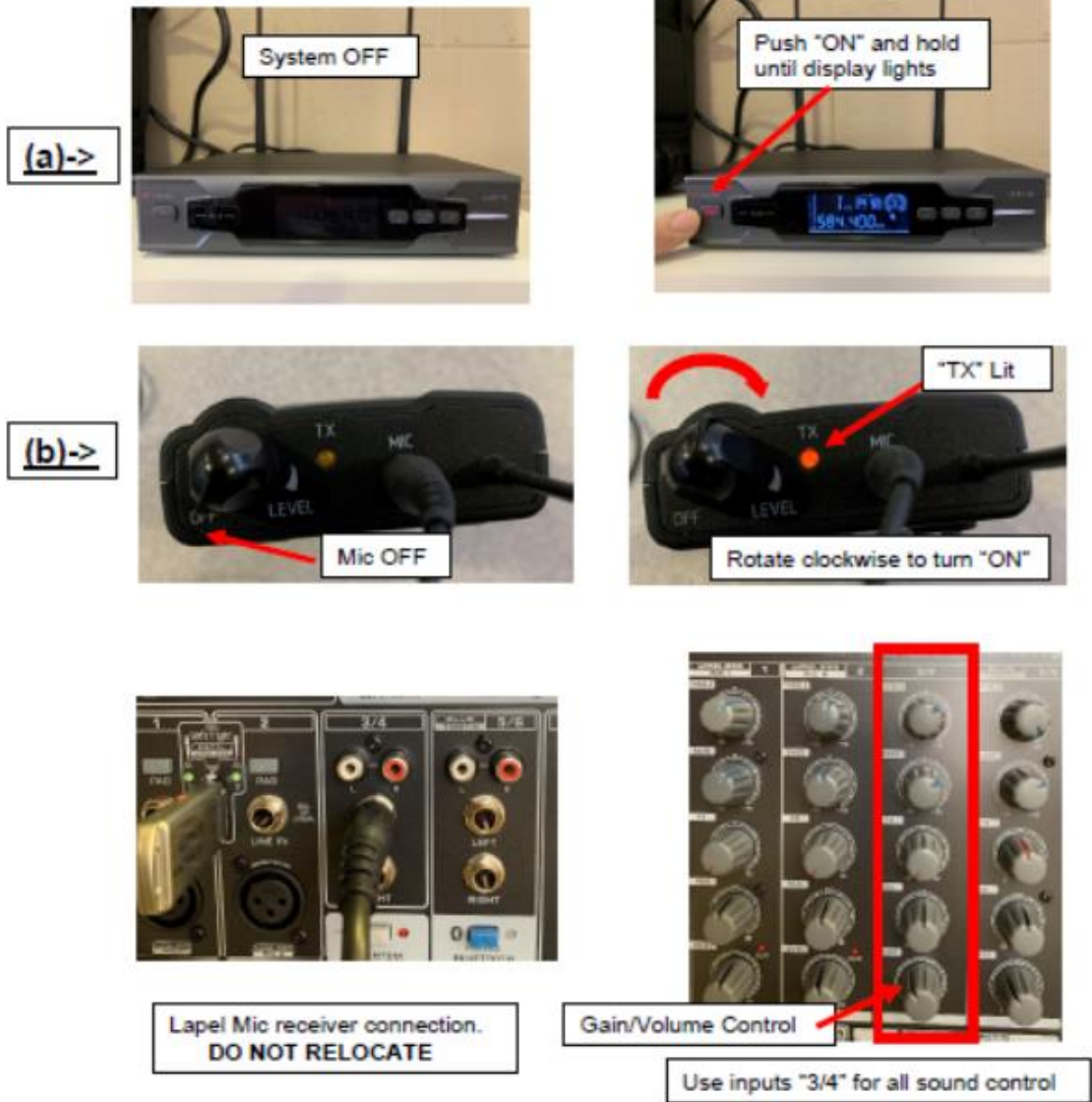


Exhibit 7
St. Thomas More Parish
Weis Center Usage Agreement

Ministry/Organization: _____

CHAIRPERSON'S RESPONSIBILITY

The chairperson is in charge of and responsible for the conduct of the meetings/events scheduled. They are also responsible to make sure that no one is in any room not previously reserved. Doors of rooms not requested (and approved for use) must remain locked. **No one is allowed upstairs.**

If set policies and procedures are not followed, organizations may lose the privilege of using the Weis Center. Several warnings for failure to follow procedures will be given before usage privileges are revoked.

- **In order to utilize the Weis Center, I agree to the Weis Center Rules and Guidelines stated in the Weis Center Building Information Handout, including the COVID-19 updates.**
- **I will make sure that the items on the Weis Center Exit Checklist are completed before I leave the Weis Center.**
- **If the rules are not followed, I understand that my organization may not be able to utilize the Weis Center in the future.**

Name of Ministry Chairperson: _____

Signature: _____ Date: _____

All Ministries must complete a Weis Center Usage Agreement dated 10-5-20 or after, before they can utilize the building. Only one agreement per year needs to be completed.