

Whether you are scheduling a church-sponsored event or a private party, thoughts frequently go to the guest list and refreshments you might serve; however, there are a number of logistics components to consider so that all goes smoothly. We have developed these documents to help you – and us – with various guidelines and policies for our building's use.

Event Request

Schedule your event (date, time, room desired) with our church office.

Normal office hours (Sept-June): Mon-Thurs, 9am-4pm; summer hours, by arrangement

Office phone 978-687-7948

Email: office@northparish.org

Each event needs an Onsite Coordinator.

This may or may not be the lead person who is generally responsible for the group. The Onsite Coordinator is our point-of-contact and communication during your event. We will ask you to identify this individual – and a backup contact – when you schedule your event.

This document provides the Onsite Coordinator with some general information about events at North Parish. As appropriate, we will provide additional guidelines and policy documents relevant to your specific use of our space, for example, use of our kitchen.

Since most events involve others, whether volunteers, friends and family or an outside vendor such as a caterer, the Onsite Coordinator is also responsible for ensuring that everyone receives the guidelines and policy information appropriate to their task.

Considerations:

- What is the date and time for your event?
Be sure to include the time needed for setup and breakdown in your event request. You may be able to do setup a day or two before the event, as long as the timing does not interfere with any other church events. Check with the office to determine what options are available. Be specific about your setup times (for example, “setup will take place between 3pm and 4pm on Friday”).
- How large and what type of space do you need?
We have rooms of varying size and ambiance; there may also be other groups using the building at the same time as your event, all factors that may affect your choice of space.
- What furniture/equipment do you need?
A brief description of what is available is contained on page 3 of this document. Discuss your needs with the church office when you schedule your event. Use the **Room Setup Request** document to identify and communicate your event's specific needs.
- Do you need to use the church kitchen?
We have special guidelines that you must follow for kitchen use. See more information on page 2 of this document. Even if you are using an outside caterer, confirm kitchen use with the church office when you schedule your event.
- Who will help you with your event?
Guidelines for the different teams you may need are on pages 3-4 of this document.
- Do you need the janitorial services of our church sexton for setup or breakdown?
A fee may be associated with this service. See pages 3-4 for more on setup/breakdown.

Kitchen Use

The North Parish kitchen is set up for ServSafe food preparation and service. While you do not need to be ServSafe certified to use the kitchen, there are best practice guidelines that ***all must follow when food is involved.***

Before your event, the appropriate guidelines for food prep and service will be sent to the Onsite Coordinator electronically so that they can be forwarded to those assisting at the event. Printed copies of the guidelines are also available in the kitchen (to the left of the stove and in the “How To/Where Is” binder located in the kitchen, in the upper cabinet opposite the 3-bay sink). The Onsite Coordinator is responsible for ensuring that anyone who will be working in the kitchen has reviewed and agrees to follow these guidelines.

The Onsite Coordinator must also ensure that those working in the kitchen (whether volunteers, family/friends, or outside caterers) know how to use the equipment, including coffee makers and dishwasher; the proper sanitizing procedures; where supplies are located; and setup/cleanup requirements. As needed, we will provide orientation/training for the Onsite Coordinator prior to the event.

Food Preparation

Strict adherence to the food safety codes would mandate that we only serve items prepared in our church kitchen from sealed packaging or prepared by a caterer in a ServSafe certified kitchen; however, church communities have a long history of potlucks and member contributed food items.

If you hire a caterer for your event, they typically bring everything they need, use the kitchen for last-minute preparation and plating, and clean up after themselves.

If you will be serving food prepared elsewhere by church volunteers, or friends and family, please forward the **Offsite Food Preparation Guidelines** document to anyone who will be contributing food. We encourage you to be specific in your food requests, for example, who will bring sweet vs. savory vs. beverage, and ask your contributors to bring what they said they would. An event scheduled during a mealtime that has an overabundance of sweets is not very satisfying to your guests!

If you will be preparing food in the North Parish kitchen, please forward the **General Kitchen Checklist** and **Food Prep Checklist** documents to anyone who will be working in the kitchen so that they can review them ahead of time.

Food Service

If you will be serving food from our kitchen, please forward the **General Kitchen Checklist** document to anyone who will be working on this task so that they can review it ahead of time.

*Disposable gloves, paper hats, beard guards and aprons are available in the church kitchen. Your kitchen crew can also provide suitable items of their own (see the **General Kitchen Checklist** for specifics).*

Furniture and Kitchenware

The following items are generally available for your use. Please check the inventory before your event to ensure that they are adequate for your needs.

Furniture

Most items are located in or near the room where they are used. Additional tables and chairs may be available, as needed, if appropriate for the room's occupancy.

- Six and eight foot long folding tables (lightweight and heavy-duty tables available)
- Square "card" tables
- Various sized wooden tables (for example, the dining room table in the Parlor)
- Metal folding chairs
- Stacking upholstered chairs (Chapel only)
- Sofas and easy chairs (Parlor only)
- Tablecloths of multiple sizes and color may be available (check inventory before your event). If used, you are responsible for their laundering and prompt return.

Kitchenware

- China dishes (dinner plates, small plates, bowls) and service items of various sizes
- Coffee cups/mugs and glassware of various sizes (including wine glasses)
- Flatware
- Utensils for food prep and service
- Pots and pans
- Two stoves/ovens
- Coffee makers
- Coffee urns
- Small microwave (kitchen)
- Small refrigerator (chapel)

If you are using disposables (paper cups, plates, etc.) we ask that you ***do not use Styrofoam*** and, if possible, use the church's glassware and flatware instead of plastic. We also ask that you rinse and recycle as much as possible. Guidelines about what North Andover can recycle are posted in the hallway outside the kitchen, near the recycling bins.

Event Crews

It is important that you specifically identify who will help you before, during, and after your event and the time commitment that you need. The generic "we" often ends up with one or two die-hards who are left to the bitter end – and the potential for bitter regret!

The crew suggestions offered in this document are based on our experience with various events. Ultimately, the Onsite Coordinator (and/or their backup) will be responsible for ensuring all guidelines and policies are met – so be specific about your needs!

If you need janitorial assistance for setup or breakdown, the services of our church sexton may be available. There may be a fee associated with his time. Check with the church office to determine availability and fee.

Kitchen food service team

The size of your food service team will depend on the size of the event. A really big church event might be attended by a couple hundred people; this would require at least 2 or 3 people just to plate, arrange, refill, take away empties, and clean up spills, etc.

Space setup team

Typically it takes at least 2 moderately strong people to do setup. The long folding tables weigh about 30-40 pounds each and are awkward for one person to set upright; large wooden tables in the Parish Hall and Parlor require two people to move them. To prevent damage to our floors, ***please do not drag tables.***

Breakdown and cleanup team(s) – kitchen and space

The size of the breakdown and cleanup team(s) depends, again, on the size of the event but generally requires a minimum of 2 people. For a large event, it's good to have at 3-4 people.

It is often best if the space breakdown and cleanup teams are people who are not involved in setup and/or preparing and serving the food. At some events, such as memorials, the kitchen cleanup may be completed long before the physical room breakdown and cleanup.

Clarify the time commitment with team members – what you need, what they can offer – so that you aren't left alone after everyone had to leave.

Leave no trace

All items are to be returned to their original positions, either to storage, closets, cabinets, or their location in the various rooms. Any decorative or information items that were moved are to be reset as they were found.

Unless you have made prior arrangements with the church office for janitorial services, all groups are expected to clean up after themselves. Do not assume that our church sexton will be onsite between your event and the next use of the church space.

- Dispose of or take leftovers with you – particularly items that need to be cooked, reheated, supplies (including, condiments), and alcohol. You will need to provide your own containers. If your event is on Saturday and you want to leave some snacks (cheese & crackers, baked goods) for Sunday coffee hour, clearly label them and leave a note on the counter or refrigerator door so others know they are available.
- Broom-sweep the room, clean up any spills, and clear debris or trash.
- Recycle whatever possible. Break down cardboard boxes and place them in the red recycling bins located outside the kitchen.
- Take closed, bagged trash to the trash container located outside the lower level (down the hallway past the offices, out the door, past the gate to the left).
- Launder used linens, dishtowels, and aprons and return them ***within one week.***

*We are pleased to share our space with you and hope that you and your guests have a memorable event. Please notify the church office if any items or equipment are in disrepair or not functioning, or if supplies are low or needed. Please also let us know if you have suggestions for improvements we might make. **Thank you!***