

St. Irenaeus Activities Building

Accessing Maintenance, Financial, or Administrative Support

Maintenance

If you need to make a change to the layout of the furniture in any of the rooms for your event, give a schematic drawing of your request along with the date, title, and contact person for your function to the staff person or commission chairperson associated with your event. This person will relay your needs to the Maintenance department.

Maintenance staff hours are generally the following: Bob Schmidt works 8am to 5pm Monday through Thursday and 8am to 1pm on Fridays; Tom Stimpson works 4pm to 9pm Monday through Thursday; Bob and Tom alternate working 9am to 1pm on Sundays. If Maintenance staff is needed outside of these hours, at least 2 weeks in advance alert your staff contact or commission chairperson who will relay this need to the Business Manager.

Financial

Check with your staff contact or commission chair concerning a budget for your event before making purchases. Submit requests for reimbursement to your staff contact or commission chair who will give the proper documentation to the Accountant.

If you are making food purchases, please try to use GFS as they have excellent prices and we receive points for St. Irenaeus purchases. No paperwork is required; simply tell the cashier your purchase is for St. Irenaeus.

Non-food purchases made for St. Irenaeus are eligible for tax exemption. Contact the Administrative Assistant for a form to take with you before you make your purchase.

Making Copies

Copy machines at the parish offices may be used for the work of the commissions and committees. Request copies from your parish staff contact, the Administrative Assistant or Catechetical Secretary.