

PASSIONIST  
EARTH & SPIRIT CENTER

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## The Barn

### House Policies

When using the barn, all visitors are to observe these directives. It is the responsibility of the contact person for the Sponsoring Group to guarantee that all members of the group comply with the house policies. If you have any questions or need for clarification, please contact [admin@earthandspiritcenter.org](mailto:admin@earthandspiritcenter.org) or 502.452.2749.

- The Barn is a **SMOKE-FREE** environment.
- Fire department rules forbid the use of any **open-flame CANDLES**. Only candles in glass containers are allowed in the building. **Extinguish all Sterno** cans immediately after serving meal.
- Ample **PARKING** is available in the large blacktop lot just south of the monastery (between the monastery and Nazareth Home). Fire regulations **PROHIBIT PARKING IN FRONT OF THE BARN** or in the driveway leading to the Barn. The only exception is drop-off and space for special needs persons.
- Please do not use **CLAY** or any other materials that can damage furnishings or carpet.
- Please do not use **TAPE** on the walls.
- **SETUP** – Each group is responsible for setting up the barn for their event. Tables are located in the closet in the kitchen.
- **UPON DEPARTURE**, the Sponsoring Group is to leave the barn tidy and clean. It is the responsibility of the contact person to assure that the following six tasks are completed:
  1. **Meeting Room** – all furniture and equipment should be reset to the original configuration.
  2. **Kitchen** – all dishes and kitchen equipment used by the group are to be washed and clean. Please wipe and clean all counters.
  3. **Food** – remove all foods which the group brought (not leaving any of the visiting group's food in the kitchen or refrigerator).
  4. **Trash** – the Sponsoring Group is to remove and take with them any garbage, food, waste, or trash that they have generated. There are recycling bins in the kitchen. Place only clean recyclable materials in the appropriate bins. Trash bags with your waste need to be disposed off site. Please try to limit your waste. We strive to be as “green” as possible. We ask you to do the same.
  5. **Doors** – both the front and back outside doors should tightly closed and securely locked.
  6. **Staff** – The Passionist Earth & Spirit Center Offices are upstairs in the barn. Please be aware that there will be activity in those areas.

**The Barn was built in 1915.**  
**Thank you for helping us keep it in good condition**  
**for many more generations.**