



St. Patrick's Parish
107 Orkney St. E., Caledonia, ON, N3W 1C4 Phone: 905-765-2729

November 30 2017

Dear Leaders and Members of St. Patrick's Church Groups

RE: Letter of Notice - Restricted Use of Church Basement during Renovations

As you are all aware, the Accessibility project is moving towards the start of construction. The RFP Process has been carried out and the successful Construction Management firm, Duomax, has been awarded the work.

The intent of this letter is to advise all groups that the Church basement will be unavailable for use during the construction phase. Groups will be required to make alternative arrangements for all meetings, functions or events that are typically held in this space.

Construction is slated to start in March and anticipated to be completed in Sept 2018. Once construction has been completed, we will make it available to our Parish groups once again.

Individual groups are responsible for all property they have stored in the basement. All valuables should be removed along with any items that are breakable. The Church cannot accept responsibility for any items that may potentially be damaged or go missing. Larger items (ex. Deep freeze) can be placed in a corner in the basement as we recognize it is difficult to remove. However, please note that the space will be used during the construction phase by the contractors for meetings and to store select construction materials. **Groups are asked to empty their items by no later than February 15, 2018.**

Questions related to this matter can be directed to any member of the Finance Council or myself. We thank you in advance for your continued support as we work collectively to make our Church an accessible and welcome space for all.

Yours in Christ,

Father Vijay Martin