

GENERAL RULES FOR USE OF PARISH FACILITIES

As the individual requesting use of parish facilities on behalf of a parish group, I accept responsibility for my group's compliance with these General Rules. I understand our responsibility to be good stewards of parish property, and that failure by my group to abide by these rules will, at the discretion of the pastor, preclude future use of parish facilities by this group.

Conduct Rules during use of parish facilities:

- Use is granted only for the dates and times submitted and approved via a Facilities Request Form on reverse. Any non-scheduled use is not allowed and may be considered trespassing.
- Use is restricted to ONLY the spaces and times specifically requested.
- Adult supervision must be provided during the entire activity.
- Use of language or actions which are offensive or profane to persons of ordinary sensibilities, or not honoring to our Lord, will not be tolerated.
- Smoking is prohibited in parish buildings, and within 25 feet parish facilities, in compliance with state law.
- Use or serving of alcoholic beverages requires written pre-authorization from the pastor or administrator.
- Weapons and drugs are prohibited in all parish facilities and on the grounds.
- The parish will not be responsible for losses of personal property by individuals or groups.
- Regarding accidents or injuries on parish property: in a timely manner, after care is appropriately provided to any injured party, notification must be given to the parish secretary of any and all incidents.

Care Rules for buildings and grounds:

- No decorations or application of materials to walls, ceilings or floors which may damage these surfaces will be permitted. Fire sprinkler heads may not be used to attach decorations. Screws and nails are prohibited. Use of glitter is not allowed.
- Storage of group supplies, equipment, decorations or other materials requires mutual agreement between group representation and the Facilities Committee as to place and duration. Items must be stored in a safe and orderly manner.
- Discovery of damage, maintenance needs or rules violation must be reported to the parish secretary who will advise custodian and/or Facilities Committee.
- After your use..
 - Tables, chairs and other furniture shall be returned to location/position it was found. Care must be taken to not scratch floors or damage items in moving.
 - Tables and chairs must be wiped down where needed.
 - Hall and kitchen floors must be swept where needed, and spills mopped up.
 - Dish towels are to be taken home, washed and returned.
 - Trash is to be placed in receptacles and garbage cans and taken to dumpsters.
 - Check restrooms to assure toilets are flushed and sink faucets turned off.
 - Doors and windows are to be closed and locked. Lights are to be turned off.

Parish Secretary: 472-1360 ext. 100 or CarmenL@qwestoffice.net

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