

**ST. ROSE OF LIMA  
FACILITIES USE PROCEDURES**

1. All reservations for use of parish facilities, including outdoor fields, parking lots, etc., must be made in advance through the parish office. Reservation requests should be submitted to the Parish Secretary at the parish office, but will not be considered approved until the Parish Secretary contacts you to confirm the reservation. Copies of the Facilities Reservation Form, Fundraiser Event Notification Form and Kitchen Form are available at the Parish office and on the parish website [www.srol.org](http://www.srol.org) under the "Community & Service" tab.
2. Each parish group should submit an annual parish facilities utilization summary (list of the group's events for July 1 through June 30), along with the necessary Facilities Reservation Form(s), to the parish secretary at the parish office by June 1 of each year.
3. All keys must be picked up and signed out by an adult parish member who has made the facility reservation in advance. If there is no confirmed facilities reservation, the key will not be given out. Keys should be picked up from the parish office located in the Parish Center during regular business hours. Keys are to be returned immediately after conclusion of the use of parish facilities. If the office is closed, please return the key during the next business day. Parish office hours (NOTE: *the office is closed daily from 12:00 p.m. to 1:00 p.m.*):

Labor Day through Memorial Day:	Monday through Thursday	8:30 a.m. to 4:30 p.m.
	Friday	8:30 a.m. to 3:30 p.m.
Summer Hours:	Monday through Thursday	8:30 a.m. to 4:30 p.m.
	Friday	8:30 a.m. to 3:00 p.m.
4. If another group is using the facility following you, they should go to the parish office to obtain the key as well. Keys should not be passed to other groups.
5. The indoor facility should be entered by an adult and secured. This will include inspecting the facility for unauthorized users, previous damage, and locking the facility after entering to prevent unauthorized users from entering. This is for the safety of all users. If any previous damage is discovered, you must report this to the office staff as soon as possible to allow the staff to contact the previous user to make any necessary repairs.
6. There must be adult supervision at all times of all children in the building and they should be limited to the room/facility that was reserved for the event.
7. All facilities must be returned to the order in which they were found. The rooms must be clean and neat and the space returned to its original configuration (i.e. wipe tables and counters, sweep floors, pick up litter, take out trash, replace trash bags, etc.). In the gym, tables need to be folded and stacked on the carriers located in the storage room, and blue chairs stacked in sets of 10 on either side of the stage. In other rooms, tables and chairs should be returned to their original places, audio-visual equipment turned off, A/V screen stowed, etc. All doors, including exterior and interior doors, must be checked before exiting to be sure they are closed and securely locked. All lights must be turned off. The gym air handling system, if utilized, and individual room heat/air conditioning units, must be returned to the original setting.
8. All trash from the kitchen must be taken to the dumpster. New trash bags should be placed in the trash cans. Trash bags are available in the maintenance room.
9. Any damages or problems with the facility should be reported to the parish office staff as soon as possible, preferably by the next day or within 24 hours.
10. Please note, if the parish office is closed due to inclement weather, ALL parish facilities are also closed.