

PARISH FACILITIES USE GUIDELINES

FACILITIES RESERVATIONS

- To reserve parish facilities or grounds (the Church, meeting rooms, gym, kitchen, ballfield, parking lot, etc.) for a single ministry meeting/event, or a series of recurring ministry meetings/events (e.g. 7 weekly Bible Study sessions, monthly group meetings, etc.), complete and submit **ONE Facilities Reservation Form** to the parish office Attn: Parish Secretary. Include all the dates and times your ministry would like to reserve facilities. **Please note:** All facilities reservations must be submitted **IN ADVANCE** and the parish Secretary will confirm when they are approved.
- Groups requesting use of the kitchen, or use of the kitchen equipment or supplies, must complete and submit a **Kitchen Form** at least 2 weeks prior to the date of the event.
- Facilities forms (Facilities Reservation Form, Kitchen Form, and Fundraiser Event Form) and instructions are available at the parish office, and via the parish website www.srol.org. Click on the tab labeled then the tab labeled Community & Service,” then click on “Parish Forms” on the Home page to download printable forms.

KEYS

- If keys are needed to access parish facilities, they may be picked up/signed out from the parish office during the following times (NOTE: the office is closed daily for lunch from Noon – 1:00 p.m.):
 - Monday through Thursday between 8:30 a.m. and 4:30 p.m.
 - Friday between 8:30 a.m. and 3:30 p.m.

If you are not able to pick up keys during these times, please contact the parish Secretary to make alternate arrangements.

- Keys should be returned to the parish office at the conclusion of the use of parish facilities. If the office is closed, keys should be returned to the office by the next business day.

GENERAL FACILITY USE, CARE AND SECURITY

- It is the responsibility of every ministry to comply with the following when they use parish facilities:
 1. The space must be returned to its original configuration - chairs, tables, audio-visual, and all other items and materials that were moved or used must be returned to where they belong.
NOTE: Chairs need to be re-stacked and stowed, tables put back to their original configuration, etc.
 2. If heat or air conditioning are used (turned on or off) and or the temperature adjusted while you use the facilities, the thermostat and/or system must be returned to its original temperature and/or status (turn off or on) before you depart the facilities.
 3. The room must be left clean and neat (as needed, wipe down tables and counters, pick up litter, sweep floors, clean and return dishes/utensils and unused paper products to their designated storage area, etc.).
 4. All trash must be removed from the room. Take trash to the outside dumpster (located next to the parish garage) and insert new trash bags into the trash cans. Extra trash bags are available in the maintenance area (beyond the storage area off the far end of the gym) and in the kitchen.
 5. All lights must be turned off.
 6. All doors must be securely locked.
- **PLEASE NOTE:** If the Parish Office is closed due to inclement weather, ALL parish facilities are also closed.