

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 that group's compliance with these general rules. I understand our responsibility is 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, may result in monetary fines and/or preclude future use of parish facilities by this group.

CONDUCT RULES during use of parish facilities:

- Use is only granted for the dates and times submitted and approved via a **FACILITIES REQUEST FORM**. Any nonscheduled use is not allowed, and may be considered trespassing.
- Use is restricted to **ONLY** the spaced and times specifically requested. Adult supervision shall be provided during 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 of doors and window, in compliance with state law.
- Use or serving of liquor, wine or beer requires written pre - authorization from the parish pastor or administrator.
- Weapons and drugs are prohibited with Law Enforcement contacted immediately.
- The parish will not be responsible for losses of personal property by individuals or groups.
- Issues, accidents or injuries on parish property **REQUIRE IMMEDIATE** notification to the Pastor, Priest, Pastor's Administrative Assistant or Parish Office Administrator. Emergency action information is posted at each of the facilities. In case of injury: after immediate and/or appropriate care is provided, notification must be given to as previously listed, of all incidents.

CARE RULES for building and grounds:

- Attach nothing to sprinkler heads for fire suppression, or electrical fixtures.
- No decorations or application of materials to walls, ceilings or floors shall be permitted which may damage these surfaces. All decorations are to be removed after each building use (exception: religious education materials in classrooms).
- Storage on parish property. Storage of group supplies, equipment decorations, or other materials Requires written authorization by the pastor, and mutual agreements as to place and duration. The parish takes no responsibility for items stored or left on premises.
- Discovery of damage, maintenance needs, or rules violation by a previous user must be reported to the parish secretary as soon as possible. Failure to report damage or rule violation by a previous user in a timely manor may result in the most recent user being held responsible.
- Smokers are to dispose of cigarette butts in ashtrays, or remove from parish property. **DO NOT LITTER!**

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 these items in moving them
- Trash is to be placed in receptacles (waste baskets or dumpsters).
- Check restrooms to assure toilets are flushed and sink faucets turned off.
- Doors and window are to be closed and locked. Lights are to be turned off.
- Manual thermostats returned to settings to 55 degrees

NOTICES TO PARISH SECRETARY

***Parish Office phone number (253) 473-4960: E:Mail: bsepich_visitation @wamail.net