



## **Opening and closing procedures**

As of June 1, 2017 the following procedures will be set forth for all organizations (groups) utilizing the facilities at St. Katharine Drexel Church.

- 1.** All individuals or groups are required to sign out a key for the building you are meeting in. The key is to be signed out from the office between the hours 9:00am and 4:30pm on the day of your event. For weekend events, the key is to be signed out on the Friday before.
- 2.** Upon opening the building you are utilizing, please turn off the alarm. If the alarm was not activated upon your arrival and you used a key to unlock and enter the building, please inform the office staff upon returning the key.
- 3.** Please be aware that no one from our staff will be called to unlock the building; therefore, it is imperative that someone from your group comes to pick up a key prior to your event or meeting. Failing to do so will result in a lack of meeting place.
- 4.** In order to prevent groups from double booking, ALL groups must schedule and document their time on the calendar. In order to avoid any conflict, please be advised if your group or event is not scheduled on the calendar for a date/ time, you will not be able to meet. Going forward groups will no longer be able to just show up and use the facilities.
- 5.** When you use the facilities please do not set the air conditioning thermostats below 70 degrees. When the thermostats are turned down that low, they will freeze up and stop cooling, which could cause damage to the units.
- 6.** After your event PLEASE be sure to check that all AC units are turned off, as well as all lights are off, and ALL doors are locked. When leaving the building PLEASE remember to set the alarm, unless there is another group using the same facility at that time.
- 7.** The LAST group in the facility is responsible for making sure all the closing procedures are completed.

**8.** Keys must be returned to the office during business hours on the next business day before 2pm.

**9.** Please remember there are many groups and functions that take place within our Parish. We will continue to do our best to accommodate everyone; however, on occasion, sharing of facilities, and changes may be required. Your patience and understanding is greatly appreciated.

**10.** When scheduling your meeting/ event, please consider your needs as well as the needs of the other groups that may be scheduled before or after you.

**11.** If you are planning a large event, have special needs or requests, please contact the office at least three days in advance so we can do our best to accommodate you.

**12.** If your event requires special accommodations such as decorating or large food storage, please be advised (in most cases) it will need to be done on the day of the event and not the day before.

**13.** When your event is completed, you are responsible for general clean up such as taking out the trash, any spills must be cleaned, any items used put away properly and the sink must be cleaned after use in the kitchen.

**14.** In the event you find anything damaged or notice damage to the facility or equipment please let the office know as soon as reasonably possible so we are aware and are able take care of it immediately.

**15.** If there is any unusual, or suspicious activity please feel free to call the police, fire or emergency as would be warranted, and then contact the office or after hours the answering service (283-9501) A.S.A.P.

We at St. Katharine Drexel Catholic Community, thank you for your understanding on the importance of these procedures as we work together to succeed in doing Gods will.

Sincerely in Christ,  
SKD Staff