



OPENING AND CLOSING PROCEDURES

As of June 1, 2018 the following procedures will be set forth for all approved organizations (groups) utilizing the facilities at St. Katharine Drexel Church.

1. Each non-church organization is required to sign a space usage agreement & provide a copy of liability insurance.
2. All individuals or groups are required to sign out a key for the building they are meeting in. The key is to be signed out from the main office between **9:00am-4:30pm** on the day of your event. For weekend events, the key is to be signed out on the Friday before.
3. 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.
4. Please be aware that no one from 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.
5. In order to prevent groups from double booking, ALL groups / individuals must schedule and document their time on the Parish 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. Groups/individuals are not allowed to just show up and use Parish facilities.
6. To prevent damage to AC units, please do not set the air conditioning thermostats below **73** degrees.
7. After your event PLEASE be sure to check that all AC units and lights are turned 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 the time of your departure.
8. The LAST group in the facility is responsible for making sure all the closing procedures are completed.
9. Keys must be returned to the main office or placed in the drop box right after the meeting.

- 10.** 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, understanding and cooperation are greatly appreciated.
- 11.** 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.
- 12.** Please be aware that your group is responsible for leaving the meeting area in the same condition as you found it.
- 13.** If a group wants to re-reorganize chairs/tables for an event, such a group takes it upon themselves to do so, as well as restoring them to the original order after a meeting.
- 14.** If you are planning a large event, or have special requests, please contact the office at least a month in advance so we can do our best to accommodate you.
- 15.** 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.
- 16.** When your event/meeting is finished, you are responsible for a clean up such as: taking out the trash, clean the debris from floors and counters, all spills must be wiped away, any items used put away properly and the sink must be cleaned after use in the kitchen.
- 17.** In the event you find anything damaged or notice damage to the facility or equipment please let the office know as soon as possible.
- 18.** Meetings/events will be cancelled if the Parish is closed due to extreme weather or emergency.
- 19.** Open flames (candles, bonfire, pit fire, propane, etc.) are NOT allowed under any circumstances.
- 20.** The SKD Parish is not responsible or liable for any items left after the meeting.
- 21.** 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 (239-283-9501) A.S.A.P.
- 22.** Failure to comply with above procedures can result in revoking your group's privilege to use Parish facilities.

We, the clergy and staff of St. Katharine Drexel Catholic Family, thank you for your understanding on the importance of these procedures, as we work together to succeed in doing God's will.