



## **OPENING AND CLOSING PROCEDURES**

1. All Apostolate groups and Non-Parish organizations must sign a user agreement.
2. All groups/individuals using the **Parish Hall** must sign out a key and obtain the alarm code (all codes are four digits).
3. All groups/individuals using the **Father John Deary Building** (Faith Formation Building) must obtain the entry and alarm codes.
4. All keys and codes for campus facilities are to be picked up between 9:00 and 3:00 Monday through Fridays (**Note:** Be informed about Summer/Holiday Office hours). Anyone using the facilities on the weekend or on a holiday must obtain the key/codes during regular office hours on the day prior to use. Parish staff **will not** open/close a building for the groups/individuals on weekends or after office hours.
5. Upon entering the building, check the alarm; if it is armed (red light, beeping sound), follow instructions to turn off the alarm by using the alarm code (all codes are four digits). If the alarm is not armed when you arrive, you do not need to enter the code.
6. All groups/individuals are required to schedule the use of any campus buildings in advance at the parish office.
7. When using the buildings **do not** turn the A/C thermostats below 73 degrees. Before leaving, reset all A/C units back to 78 degrees. Any groups/individuals not following these procedures may lose use of all campus facilities.
8. Before leaving make sure All lights are turned off, A/C units have been reset to 78 degrees and all rooms be returned to the condition/set up the way it was found upon arrival. All spills are to be cleaned up and trash is to be removed and placed in the campus dumpster. Check the restrooms and make sure **All** doors and windows are closed (all the way) and locked. If there are no other groups/individuals in the building, set the alarm.
9. Large events, or special needs, please schedule one (1) month in advance for proper planning.
10. **No** open flames/candles are allowed in any campus buildings.
11. SKD Parish is **not** responsible or liable for any items left behind.
12. If there is any suspicious activity, please contact the police/fire department as warranted, and then call the parish office ASAP at (239) 283-9501.
13. **Note:** Failure to comply with above procedures can result in revoking your groups/individuals' privilege to use the campus facilities.

1922 SW 20th Avenue / Cape Coral, Florida 33991

Parish Office: (239) 283-9501 / Fax: (239) 283-9502 / Faith Formation: (239) 283-0525

Parish Website: [www.drexelcc.org](http://www.drexelcc.org)

We, the pastor and SKD staff thank you for your understanding of the importance of these procedures, as we work together to further the mission and vision of SKD parish.

I hereby accept, understand, and agree to follow all the procedures above.

Group Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual/Leader (Print name): \_\_\_\_\_

Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Revised: July 2024]