

# **Guidelines for Using Epiphany Facilities**

- Prior approval is required for use of any facility. Call the Parish Office for availability. Only Epiphany and Holy Rosary Regional Catholic School groups may use the facilities unless prior approval has been obtained from the Pastor.
- No events, meetings or CYO during inclement weather.
- Contact the Parish Office if an event is canceled otherwise not taking place.
- Religious activities, holidays and parish activities take precedence over all other activities.
- If you require the use of tables, chairs, microphone, or other equipment that isn't standard in the facility, indicate this on the Event Facility Use and Promotion Form.
- Facility keys are to be signed out at the reception desk in the Parish Office. Only adults may sign for the key. When your activity is finished, deposit the key in the mail slot at the front door of the Parish Office.
- Prior to your activity, inspect facility to ensure it is in good condition. If there are any problems, report them immediately to the Facilities Manager. If it cannot be determined which organization/activity is at fault for violating the Guidelines, all organizations that used that facility/room on that day or weekend will share the \$100.00 fee.
- No one under the age of 18 is authorized to use the facility without adult supervision. All children who are participating in an activity must be off the property before the responsible adult leaves the grounds.
- No one is permitted to roam the school or go through classrooms or to remove anything from any classroom. Kitchens may only be accessed by groups scheduled to use them.
- Doors are not to be propped open with a device other than a door stopper.
- If another group is using the facility after you, that group is to sign out a key separately, otherwise your group will be responsible. The last person out has the responsibility to lock up and return the key.
- When your activity is over, arrange all tables and chairs in the manner you found them or place them back onto carts. Clean-up is the responsibility of your group unless other arrangements have been made in advance. Parish Center rooms should be vacuumed if needed. Grady Hall/Gym/Kitchen should be wet mopped with clean water, especially after CYO dances. For questions about clean-up, contact the Facilities Manager.
- Trash should be emptied and placed in the dumpster.
- Any malfunctions/breakage occurring during your event should be reported to the Facilities Manager immediately.
- Turn off air-conditioners/heaters, close and lock all windows, lower blinds and tilt open, close and lock all doors, release all door bars, return all chairs and tables to original lay-out or carts, turn off fans and turn off the lights.
- If any of the above guidelines are not followed, your group may be charged a fee of \$100.00 to restore the facility. In addition, this could result in forfeiture of facility use for future events.