

# Facilities Scheduling

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## **POLICY:**

Facilities are to be scheduled through the parish office prior to their use and those who use our facilities must follow the specific instructions for lock-up and clean-up.

## **REASON FOR POLICY:**

The parish office coordinates all scheduling to avoid conflicts and assure all meetings/activities take place in an appropriate setting. Parish office staff and priests need to be aware of meetings and activities, and insure that correct information is published in the bulletin and given to parishioners. Assumption Parish has worked hard to build beautiful buildings where Christ's love would be known in our every gathering. Keeping these facilities clean and in good condition is important. We have no other cleaning service or hired person to lock the facilities after their use.

## **DESCRIPTION:**

Scheduling the use of any space in the parish facilities or parish grounds (this includes the use of parking lots, courtyard, soccer fields, etc.) is required of all individuals/organizations/ministries of the parish. All those using the facilities are required to schedule through the parish office, where they can also obtain a key on the day of or before their event. Keys should be returned to the parish office no later than the next day. A mail slot outside the parish office is available for convenient drop off.

Facilities will be assigned based on availability of space and size and nature of activity. A weekly schedule of parish activities and facility assignments is posted on the bulletin board in the parish center prefunction area. It is equally as important that organizations/ministries contact the parish office when a meeting or event is cancelled so that rooms can be available to others.

Any person or group using a room or rooms in the parish hall is responsible for returning the facilities to the Standard Setting. Instructions are posted on the wall in all rooms. These instructions must be followed to insure that you or your group is allowed to use the facilities in the future. Lock-up instructions can also be found on these postings. Always lock the door on your way out regardless of whether there is anyone else in the building. You will not lock them in. Exiting can be done with the doors locked.