



ST. DENNIS CHURCH

Guidelines for Use of Facilities

Our parish campus consists of the Church, a hall, kitchen, (8) classrooms, a library/conference room, bathrooms and (1) office. Each person is expected to share in the responsibility for the cleanliness and security of the area they are using.

In order to make each group's use of the meeting rooms a pleasant one, we ask that you please follow these guidelines:

- ❖ A Room Reservation Form must be complete and returned to the office at least 10 business days in advance. Forms are available by contacting the Parish Office and they are available on our website www.stdennischurch.org.
- ❖ Contact the Parish Office to schedule and cancel meetings.
- ❖ The Chairperson of the ministry or organization is responsible for locking/unlocking our facilities. **No St. Dennis Church staff member is responsible for unlocking or locking any door for any ministry/organization at any time.**
- ❖ Return furniture as you found it. Please lift up the tables and chairs when moving them.
- ❖ Classroom bulletin boards and tack strips are for the use of religious education catechists and their students only.
- ❖ Community bulletin boards are located at the church entrances and in the entry way of the Hall. These bulletin boards are available for the use by our parish ministries. All items for display must first be submitted to the office. (see Bulletin Board Policy)
- ❖ Use only dry erase markers and whiteboard erasers on the white boards.
- ❖ Keep the walls clean and free of tape or anything else that may damage their appearance.
- ❖ No matches or lit candles are permitted for use in the building other than in the church and chapel. Only battery operated candles are permitted elsewhere.

When leaving the facility please:

- ❖ Erase the whiteboard.
- ❖ Return furniture to its original set-up.
- ❖ Leave the area as clean as when you arrived.
- ❖ Trash should be taken to the dumpster.
- ❖ Check to see that bathrooms are in order and that the lights are off.
- ❖ Heat/air conditioning in hall needs to be turned off.
- ❖ Check that all windows and all doors are locked.
- ❖ Turn off all lights.
- ❖ Complete *Maintenance Report Form* if needed
- ❖ If you are the last one exiting the building, insure that:
 - All hallways and bathroom lights are turned off
 - The inner and outer doors to the building are closed securely and locked.

Thank you for collaborating with your fellow parishioners in ensuring the proper and productive use of our facility for all who walk through our doors.