

## *Rules and Regulations for the Use of*

### *Saint Patrick Parish Facilities*

1. All arrangements for use and/or rentals and matters concerning the parish facilities should be directed to the Parish Administrative Manager at the Parish Office. *The School and/or Religious Education Offices are not authorized to reserve, schedule, or otherwise handle parish facility affairs.*
2. Use is restricted to the facility or room reserved and the rest rooms only. Absolutely no wandering through the rest of the building.
3. Decorations should not damage floors, rugs, walls, or furniture. No adhesive material should be attached to painted surfaces or floors. All decorations and leftovers must be removed immediately or they will become the property of the owner and disposed of accordingly.
4. Refrigerators and freezers may be used for storage with the authorization of the Facilities Coordinator.
5. Stoves, steam tables, and ovens may be used to keep foods warm (*no food is to be prepared on the premises without prior approval.*)
6. If kitchen utensils are used, they should be washed, dried and put back in the proper place and not left in the sink or drain board.
7. The Kitchen Check List must be completed to ensure the kitchen is ready for the next event.
8. All trash, table coverings, decorations, etc. should be removed and placed in the appropriate trashcans.
9. All tables and chairs should be returned to original positions.
10. Street shoes are not permitted in the gym while playing basketball, volleyball, or engaging in activities that require running, sliding, cutting, or quick stopping.
11. All applicable municipal, state, and federal laws that govern public assembly and the use and consumption of alcohol and tobacco must be observed. All permits must be provided to the Parish Administrative Manager prior to the event date.
12. Please contact the Parish Administrative Manager for access to the facilities and for directions in case of emergencies.
13. Failure to comply with these rules could result in loss of use privileges and forfeiture of security deposit.