

MARY, QUEEN OF THE HOLY ROSARY PARISH FACILITY USE POLICY 7/08

We are pleased that Mary, Queen of the Holy Rosary Parish can provide your group with a place to meet, work, and play. However, there is a need for specific guidelines to be followed due to concerns about the cleanliness and security of our facilities. Failure to do so may result in an assessment for damages or cleaning or possible revocation of your privilege to use this facility for any future events or purposes.

1. Mary, Queen has employed a **Gatekeeper/Security** (Joe Stephenson) for its facilities. Joe's regular hours are Monday – Thursday from 5:00 PM – 9:30 PM. On Friday's there will not be regular hours but rather a flex schedule. Joe will be located at the main entrance of the ELC building. Please use this as your group's entry into the ELC building. Joe will provide entry to rooms within the ELC and also to the meeting rooms in the Church building.
 - 1) All activities should plan to be over by 9:00 PM so Mr. Stephenson may make his security rounds.
 - 2) There is no need to issue keys to group representatives for meetings. If the Gatekeeper is not available, the office will contact you to make arrangements. Mr. Stephenson will escort your group to the room and ensure the room is in proper shape both before and after your meeting.
 - 3) By no means should children ever be left outside unsupervised. They will not be allowed into the facility without proper supervision.
 - 4) In the event Mr. Stephenson is not available, your group will be contacted for alternate arrangements.
 - 5) The doors should never be propped open for any reason. The gym doors on the Clays Mill Road side are for emergency only. Do not use as an entry and prop open.
(*Please see Door Access Policy, July 2008)
2. The Parish reserves the right to **preempt** your use of the facility or to ask you to use an alternate space should the need arise. While great care is taken to schedule out times and space to meet everyone's needs and desires, School and Parish functions will take precedence.
3. **CLEANLINESS:** Every room of our facilities is used daily. The Parish strives to provide a clean and healthy atmosphere for our school children or any other Parish group. You and your group are responsible for seeing that the area you used is left in a clean and presentable order prior to vacating. If an incident of uncleanness is reported, you will receive notification of its occurrence and are responsible for passing on the information to your group. Brooms and mops and other cleaning aides are available in the janitor's closets of the ELC building, gym, and maintenance room of the Church. **No food or drinks are allowed in the ELC Media Center (Library) and Conference Room. No smoking is permitted in any Mary, Queen Facility.**

4. **SECURITY:** Our school has nearly 600 plus children and staff who come into the facility early each morning. We must be concerned with the security and safety of students and staff! The doors to the area you use for your group must be checked prior to your leaving to ensure that they are properly secured and that all lights, especially the gym lights, are turned off. If unauthorized persons are using an area, such as the gym, you are responsible for them leaving at the same time as your group and to insure that the facility is locked up. You should notify the Gatekeeper (Joe Stephenson), Business Manager (Walter Leachman), and/or police if the other party refuses to vacate when asked. **(Please take particular care that no sticks or rocks have been placed in the doorways so that the locks do not catch as this has been a recurring practice for unauthorized use of the facility in the past.)**
5. If your group has the facility (gym) for a certain **period of time**, please vacate when scheduled to do so, particularly if another group is coming in behind you. Your group should allocate enough of its scheduled time for proper clean up before leaving; this includes any of the spaces – gym, cafeteria, classrooms, etc.
6. If your group includes **children under your direction**, or if a member/leader brings children with them, you are responsible for informing them that children must not be allowed to roam any parts of the building without adult supervision. Any event concerning children must be supervised by responsible adults at **all** times. This is a Diocesan policy as well as Mary, Queen’s policy.
7. In keeping with Diocesan Policies, it is necessary that each employee and regular volunteer agree to the following:
 - 1) **Criminal Background Checks**
 - 2) **Receive a copy of the Decree of Pastoral Response to Issues of Sexual Misconduct by church personnel and sign the acknowledgement paper**
 - 3) **Attend a Virtus Training session “Protecting God’s Children” and**
 - 4) **Understand the OSHA Blood borne Pathogen information.** (The Decree and forms are all available on Mary, Queen’s website – <http://maryqueen.cdlex.org/>)

The location of cleanup kits, first aid kits, and OSHA injury lists are located in the school Health Room, school gymnasium janitor’s closet, church business office, and the church vesting sacristy cabinet.
8. Brooms, mops, and cleaning supplies are available in the cafeteria for your use. We ask that you return all items to the same location when finished. **Proper cleanup includes sweeping floors, wiping tables off with a damp rag or sponge, and returning all furniture and/or items to the same location you found them.**

The athletic equipment located in the gym is the property of the School. They are not to be used or removed from their location without prior permission from the School.
9. If you have any questions about this policy or your responsibilities, please call Walter Leachman at 278-7432.