



St. Katharine Drexel Parish in Cape Coral, Inc.

Opening and Closing Procedures

1. All Church groups and non-Church organizations must sign a building space user agreement.
2. All groups/ individuals using the **Parish Hall** must sign-out a key and obtain the alarm code.
3. All groups/ individuals using the **Father John Dreary Buildings** (Faith Formation Buildings) must obtain the entry code, and alarm code (all codes are 4 digits). All keys and codes are to be picked up at the parish office between 9:00 am and 3:00 pm on the day the building is being used. Anyone using the buildings on the weekend must pick-up the key/codes by Friday 4:00 pm. Parish staff **will not** open a building for the group/individual on weekends or after business hours.
4. Upon opening the building of use, check the alarm; if it is armed use the alarm code instructions to turn it off. The alarm code is **7777**. (Note: *If the alarm is not armed when you arrive, do not enter the alarm code.*)
5. All groups/individuals are to schedule in advance the usage of the facilities with the Parish office. This will ensure buildings/rooms are not double booked.
6. When using the buildings **Do Not** turn thermostats below 73 degrees. This will ensure the units do not freeze up. Before leaving set A/C units back to 78 degrees. Anyone or any group not following these rules may lose use of the facilities.
7. Before leaving make sure all A/C units and lights are turned off, and the room(s) used are returned to the condition and set up they were found in upon arrival. All trash is to be removed and placed in the campus dumpster. Make sure all doors/windows are locked and the alarm is set correctly. If there is another group present in the building when leaving **Do Not** set the alarm.
8. Large events, or special needs, please schedule at least one (1) month in advance so proper planning .
9. No open flames/candles are allowed in any buildings.
10. SKD parish is NOT responsible or liable for any items left behind.
11. If there is any suspicious activity, please contact the police/fire as warranted, and then call the office as soon as possible.

Note: Failure to comply with the above procedures can result in revoking individuals/groups privilege to use the parish facilities.

We, the clergy and staff of Saint Katharine Drexel, thank you for your understanding of the importance of these procedures, as we work together to succeed in doing God's will.

I, hereby, accept and agree to follow all the policies/procedures above.

Group Name: _____ Phone: _____

Individual/Leader (Print Name:) _____

Leader Signature: _____ Date: _____

[Revised-October 2021]