



Saint Catherine of Siena Parish **Rental of Gymnasium Policies and Regulations**

IF THESE REGULATIONS ARE NOT FOLLOWED, RENTER MAY FORFEIT PART OR ALL OF HIS DEPOSIT

ENTRY/EXIT The gymnasium may be entered using your assigned four digit pass code. Please enter the four digit pass code into the key pad followed by the * button and wait for the flashing green light and then enter the building. This will allow entry but does not unlock the door. From inside, you may open the center doors by pushing in the panic bar and inserting the bolt on the chain attached to each door. Please remember to remove bolts and secure doors upon leaving the facility.

LIGHTS & WATER The lighting panel is located in the back left corner of the gym. Please make sure all lights are turned off upon leaving the facility. There is one center light that remains on at all times. Please also check the restrooms to ensure that lights and water are all turned off. If this policy is not followed, you could be assessed an overage fee for failure to turn lights or water off.

WINDOWS Please make sure all windows are closed upon leaving the facility. Again, a fee may be assessed if compliance is not followed.

CONCESSION USE If you need to use the concession stand area, please advise the parish office ahead of time to make those arrangements.

CUSTODIAL

- If you need to replenish any paper products for the restrooms or need additional trash bags, they may be found in the metal cabinet located in the gym foyer.
- A clean dust mop is kept in the gym at all times to use at your discretion. A mop bucket is also kept in the women's restroom for any spills that may occur. Please be respectful and clean up any spills at the time they occur.
- When cleaning up, **place all trash/garbage in trash receptacles.**

LIMITS OF FACILITY USAGE Use of facilities, other than the gymnasium, in the building without prior approval may cause forfeit of some or all of your damage deposit.

PAYMENT DROP BOX For those recreational/occasional renters who are dropping off payment at the time of use, please place payments in the locked mailbox mounted to the wall in the gym foyer.

SUPERVISION The renter must be present during the entire time the facilities are occupied and will be held responsible for the conduct of all participants.

SMOKING POLICY There is **no smoking** in any building on St. Catherine's property. Please clean up any area outside the building where smoking has taken place.

PROBLEMS? If you note any maintenance problems, mechanical problems, equipment problems, please let us know as soon as possible. See contact below.

CONTACT If you need any immediate assistance, please call 816-898-0154 to talk to John or for scheduling or assistance during office hours, please call 816-761-5483 and talk to Kim.

2.14.2013 X/G: FACILITIES
JCHpolicies/Regs