



25th Anniversary

**St. Philip Neri  
Catholic Church**

A SPIRIT OF CARING AND GIVING

## **Parish Facility Usage Policy Unaffiliated Organizations**

1. Please turn off all lights before leaving the building.
2. Empty all trash cans in the room you are using. Take Trash to the dumpster located in the back of the Parish Center.
3. Sweep or vacuum floors if necessary.
4. All tables must be wiped clean.
5. If you move any furniture, please return it to where you found it.
6. If you are using the refrigerator, make sure to remove all remaining food and drinks.
7. No frying of food inside the facilities is permitted.
8. You are responsible for your own supplies (paper goods, eating utensils, coffee/creamer, etc).
9. Make sure the doors are locked.
10. You are the responsible party if anything is broken or damaged.
11. Decorations may not be affixed to the walls or ceilings.
12. Animals are not allowed inside Parish facilities except for a working service dog assisting persons with disabilities.
13. Smoking and vaping are not permitted in Parish facilities or on Parish grounds.
14. You may not duplicate keys.
15. If you lose or misplace a key or key card, you may be charged a fee of \$50.00.
16. Keys or key cards must be returned to the Parish Office the next business day.
17. The Parish is not responsible for items left in Parish facilities.
18. You may only occupy and use the rooms approved for your use.

***As the representative of \_\_\_\_\_, I understand and agree to the requirements therein, I will assume responsibility for compliance to the above policy. Failure to follow the Parish Facility Usage Policy may prohibit future use of Parish Facilities.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_