

Policies and Procedures:
Parish Life Center Meeting Rooms

Smoking: The Parish Life Center is a **smoke-free** building, and no smoking is allowed anywhere including the restrooms.

Alcohol/Drugs: Alcohol and recreational drugs are strictly prohibited in the Meeting Rooms and area surrounding the building.

Food and Drink: Food and refreshments are allowed only in Room 2 of the Meeting Room wing. Only bottled water is allowed in the other rooms. Please do not chew gum in the meeting rooms. All food and refreshments brought into Room 2 must be removed at the conclusion of the meeting or event.

Drop-Off and Pick-Up: Children *under the age of 16* are not to be dropped off at the Parish Life Center for any activity more than 10 minutes before the event. They are to be promptly picked up at the end of the activity. Parents will be called if necessary. The main lobby is the designated pick-up area for all events in the PLC. At the conclusion of all events involving children, the adult leaders will remain until all children have been picked up.

Supervision: Children under the age of 18 are not allowed in the Parish Life Center or Founders Hall without adult supervision.

Posters/Decorations: There is a tack rail in each room where posters, signs and decorations can be hung using the push pins provided. Please get approval from the Director of Religious Education for any posters or signs. Please do not use any kind of tape (scotch, masking, duct) on the painted walls or windows. Paste, glue, nails, tacks, staples or any other such item that will mar the walls, tables or floors cannot be used in the meeting rooms. Helium balloons are not allowed. Candles cannot be used in the Meeting Rooms.

Supplies: Paper products will be provided in Room 2 for parish activities. While chairs and tables can be moved among rooms, please do not take them outside the building.

Clean-up: The group using any Meeting Room is responsible for straightening up the room after an event. Chairs should be stacked, and tables should be centered in the room. After an activity, please bag any trash and throw it in the Husky dumpster which will be in the hallway. Do not leave any food in Room 2. Please turn off all lights as you leave.

Heating and Air Conditioning: Only authorized church personnel can adjust the thermostat controls.

Telephones: The telephones in the Meeting Rooms are for emergency use only.

Injuries: There are first aid kits in every Meeting Room. Please notify the church office of any injuries within 24 hours.

Pets: No pets are allowed in the Meeting Rooms, except for service animals.

Dress/Behavior: Parishioners are expected to dress and behave appropriately at all times. Violent and abusive behavior and profane language will not be tolerated.

Lost and Found: Items left in the Meeting Rooms and not claimed within two weeks will be donated to appropriate community service agencies or discarded.

Damage: Parishioners are monetarily responsible for any breakage or damage to church property by themselves, their family members or their guests. Persons checking out and using the multi-media cart must be trained in its use and are responsible for any damage or loss.

Non-Church Property: Precious Blood of Christ Catholic Church is not responsible for the personal property of parishioners, visitors or guests while they are on church property.