

CEC BUILDING AND FACILITY RULES

THE CATHOLIC EDUCATION CENTER (CEC) BUILDING IS HERE TO SERVE OUR TRI-PARISH COMMUNITY. THE BUILDING AND ITS FACILITIES ARE AVAILABLE FOR USE BY THE TRI-PARISH CHURCH ORGANIZATIONS AND MEMBERS FOR EDUCATIONAL USE ONLY AND UPON APPROVAL BY THE PFFP BOARD AND DIRECTOR OF RELIGIOUS EDUCATION. YOUR ASSISTANCE IN MAINTAINING THE CEC BUILDING DURING YOUR EVENT IS APPRECIATED BY ALL TRI-PARISH MEMBERS WHO SHARE YOUR PRIVILEGES.

1. ALL SCHEDULING OF THE CEC BUILDING WILL TAKE PLACE THROUGH THE DIRECTOR OF RELIGIOUS EDUCATION (DRE). REQUEST FOR BUILDING USE MUST BE MADE WITH THE DRE AT LEAST TWO WEEKS PRIOR TO USE, UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE.
2. A RESERVATION MAY NOT CONFLICT WITH ANY REGULARLY SCHEDULED PRAIRIE FAITH FORMATION PROGRAM (PFFP) ACTIVITIES.
3. THE REQUESTING PARTY ASSUMES ALL RESPONSIBILITY FOR USE OF THE FACILITIES, SUPERVISING ALL ACTIVITIES DURING THE TIME OF USE.
4. THE REQUESTING PARTY IS RESPONSIBLE FOR SETTING UP AND TAKING DOWN TABLES AND CHAIRS. ALL FURNITURE AND CLASSROOM EQUIPMENT SHALL BE LEFT IN THE ORDER AND CONDITION THEY WERE PRIOR TO FACILITY USAGE. ALL FOLDING CHAIRS MUST BE RETURNED TO THE STORAGE ROOM.
5. THE REQUESTING PARTY AGREES TO COMPENSATE FOR ANY DAMAGE TO CEC PROPERTY IN THE AMOUNT TO BE DETERMINED BY THE PFFP BOARD. THE REQUESTING PARTY MUST ALSO REPLACE LOST OR STOLEN PROPERTY.
6. WHEN USING A SPECIFIC AREA OF THE BUILDING, PLEASE REFRAIN FROM GOING TO OTHER CLASSROOMS OR AREAS OF THE BUILDING.
7. USE OF THE PROJECTOR AND SOUND SYSTEM IS LIMITED TO THOSE PERSONS APPROVED BY THE DRE. PERMISSION MUST BE GRANTED FOR SUCH USAGE BEFORE EVENT.
8. SMOKING IS STRICTLY PROHIBITED IN THE ENTIRE CEC BUILDING.
9. POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED ON CEC PROPERTY.
10. TEMPERATURE ADJUSTMENT CAN ONLY BE DONE BY THOSE AUTHORIZED TO OPERATE THE CONTROLS.
11. NO RED, ORANGE, OR PURPLE COLORED DRINKS ARE TO BE USED IN THE CLASSROOMS, DUE TO CARPETED FLOORS.
12. NO NAILS, TACKS, STAPLES, OR PINS WILL BE USED FOR DECORATING PURPOSES. TAPE, EXCEPT DUCT TAPE, MAY BE USED, BUT NO ADHESIVE IS TO BE USED ON WOOD OR PAINTED WALL SURFACES.
13. ALL FOOD BROUGHT INTO THE BUILDING IS TO BE REMOVED AT THE CONCLUSION OF THE EVENT.
14. AFTER AN EVENT THE REQUESTING PARTY IS RESPONSIBLE FOR THE GENERAL CLEAN-UP OF ALL AREAS USED. THIS INCLUDES REMOVING TRASH. PLEASE DO NOT LEAVE ANY TRASH IN THE KITCHEN OR ANY OTHER ROOMS. ALL TRASH NEEDS TO BE TAKEN WITH YOU FOR DISPOSAL.

WE SINCERELY HOPE YOU ENJOY USING THE CEC BUILDING. IT IS AN INTEGRAL PART OF OUR TRI-PARISH COMMUNITY AND WE THANK YOU FOR HELPING US TO MAINTAIN IT PROPERLY FOR FUTURE EDUCATIONAL PURPOSES.

CATHOLIC EDUCATION CENTER

EXIT CHECKLIST

- ARE THE BUILDING AND GROUNDS CLEAN?**
- HAS ALL THE TRASH BEEN REMOVED?**
- ARE THE LIGHTS TURNED OFF?**
- HAVE ALL FURNITURE AND CLASSROOM
EQUIPMENT BEEN LEFT IN THE SAME ORDER
THEY WERE FOUND?**
- HAVE ALL DOORS BEEN LOCKED AND
CHECKED?**

THANK YOU!