

## Parish Ministry Center Terms of Use

Users:

Subject to these Terms of Use, the facilities of the Parish Ministry Center are available to members of St. Peter Church, members of staff and students of the St. Peter Catholic School, and other persons determined by the Parish Ministry Center who are collectively referred to as “users” in these Terms of Use.

### Users of the Parish Ministry Center and people who are in the building must follow certain rules:

- Respect the right of others to study, pray, learn and research in the Parish Ministry Center’s facilities
- Classes and any other activities need to be done in the presence of the leader of the group
- All the children and youth meetings need to be supervised by two adults per 10 kids
- Leaders are responsible for their groups and for the condition of the booked area
- Unauthorized persons are not allowed to use the building
- Smoking is not allowed in the building
- After meeting, room and other areas being used must be cleaned and rooms need to be organized the way you found them
- Personal items may not be left on desks or other spaces and may be removed by parish ministry center staff
- Food policy: food and drinks may be left labeled one day prior to an event, you must not leave any food or drinks after your event (including the kitchen), please select food and beverages that will cause the least possible damage in the event of a spill, food preparation must be done in the kitchen
- Snow policy: ministry center events are cancelled when school and church offices are closed
- Usage of the Internet and phone needs to be supervised (according to Diocese and safe environment policy)
- Use of the library is only for library purposes
- Use of the Chapel needs to be coordinated with Building Manager
- Leaders and other people who use the building need to report problems (if any) to ministry center manager (Margaret Charzynska) or Church School Manager (Doug Carter)

I (please print) ..... have read Parish Ministry Center Terms of Use and agree to all terms stated herein.

Signature:

Dated: