

GUIDELINES FOR USING VARIOUS PARISH PROPERTIES

These requirements refer to any parish property where young people might have access. This includes, but is not limited to, the rectory, school, cafeteria, gym, sacristy, passageways, restrooms, offices, classrooms, boiler room, storage areas, and the playground. The following requirements should be used in tandem with any other requirements that are appropriate and that appear in this manual.

If you are the On- Site Group Leader, you are responsible for:

- Knowing where fuse box and all safety equipment is located
- Knowing where all keys and on/off switches for equipment are located
- Knowing how to operate the heat and air conditioning systems and who to call in case of failure
- Checking to see that the parking lot entrances are secured if not in use and unlocked if necessary
- Ensuring that unused areas of the facilities are locked and monitored
- Knowing any codes to any alarm systems
- Identifying main water valve and sprinkler system shutoff
- Making sure all hazardous materials are removed
- Knowing who else is in the building
- Making sure the restrooms are properly lighted, ventilated, and monitored
- Knowing the names and phone numbers of the proper contact person
- Knowing the location of the nearest phone (especially since mobile phones do not always work indoors)