

PROCEDURE: SECURING KEYS FOR MEETING ROOMS

PURPOSE: To establish procedures for parishioners to secure keys for meeting rooms of St. Joseph Parish.

PROCEDURE: This procedure includes securing keys for the following facilities:

Good Shepherd Room
St. Francis Room
St. Joseph Room
Education Building
Hall
Nursery

- The meeting Chair or their designated representative is responsible for picking up the key and returning it to the rectory office. You will be notified if no one will be available at the rectory.
- The person picking up the key must list the name, date, room, and time in the log located in the staff room of the rectory office.
- When the key is returned, you are responsible to record the return time in the log. In the event the key is returned via the mail slot, the rectory personnel will assume the responsibility of logging the return of the key.
- The rectory volunteer is generally available from 6:00p.m. – 8:00 p.m. Monday thru Thursday, and Saturday from 9:00 – 12:00 Noon.

CONTACT Parish Office Manager (397-6921)

APPROVED: _____ **DATE:** _____

NO. 3

Revised: 5/08

Revised 1/10