

## Policy for the use of the rectory

A. We must be guarded about who can use the rectory for several reasons:

1. All of the sacramental, census and financial records are here. We have a responsibility to be sure that they are secure. These are legal documents and their security may not be ignored
2. We have a lot of electronic equipment in this building to keep secure.
3. We have limited housekeeping. Cleaning up after a social is an issue.
4. If one organization is allowed to use the rectory, all want to use it.

B. Because of that, the policy for the use of the rectory is this

1. The rectory is currently a business office. [It was originally a priest residence.]
2. It is used for public meetings and events only on a limited basis.
3. The rectory may be used by an organization or group only if a pastoral staff person is present and responsible for the group. "Responsible" means this:
  - The staff person is at the program from beginning to end.
  - The staff person is responsible for cleaning up at the end of the meeting.
  - The staff person is the one who locks and secures the rectory premises at the end of the program.
  - The staff person will be held responsible if any serious loss to records and/or equipment happens during or after the program/meeting in the rectory.
  - "Rectory" includes the breezeway and the interior of the garages.