



St. Albert The Great Catholic Church PAC Building, Parish Hall and Palermo Building Facility Use Guidelines

Event attendees may or may not be parishioners of St. Albert the Great, (Baptism classes, ESL, Diocesan Events, etc.). Please extend a warm welcome and be helpful to visitors who may be looking around for their meeting rooms.

Please notify the facility scheduler of any schedule changes. This helps accommodate other ministries that need a meeting room, and helps keep availability updated, as well.

PALERMO & PAC Meeting Rooms – Food is not allowed, unless otherwise approved by the Pastor.

Should you bring food to meetings please take all trash out to the big trash bin outside the parish hall or take it home. NEVER leave food trash or left overs in room bins or in the refrigerator.

All groups using any facility are responsible for their own set up and clean up. **Always leave the facility in its original condition, if not better.** Chairs and tables MUST be put away or place back to storage. In case of property damage, notify the Parish Office/ staff immediately. Your cooperation is necessary to help keep our facility in good shape for a long time.

Please be considerate and respectful of other ministry meetings that are simultaneously going on.

At the conclusion of event, please turn off A/C and lights. Check the bathroom lights and lock all doors.

If you have any issues, comments or concerns with the facility please contact the office and / or leave a message.

We appreciate your understanding and cooperation.

Thank you.

St. Albert the Great Parish Office
512-837-7825