

Meetings Rooms Entry & Exit for Ministries & Council Meetings at St. Rita

**During normal office hours: 8:30 a.m. – 4:30 p.m.
(Monday – Friday)**



- During the work day all who are attending ministry meetings will now enter the building through the main entrance of the Pastoral Offices (main door on the north side of the building close to the bridge).
 - Visitors will be required to have a visitor's nametag which will be provided by the receptionist.
 - Members will access the meeting rooms by entering the hallway to the left of the reception area. Go through the door at the end of the hall. Turn left and use the elevator and stairs at the end of the hallway. The elevator and stairs are next to the meeting rooms on the second floor.
 - Ministry members may leave by using the elevator nearest to the meeting rooms or the stairs at the south end of The Staubach Family Wing. On the first floor, exit through either the north or south side doors in the 1st floor hallway.
- When school is in session, there will occasionally be emergency drills. If one occurs while your ministry is meeting, everyone must participate in the emergency drill and exit. Please follow the directions given by a staff member.

Evening Hours:

4:30 – 9:00 p.m.

Weekend Hours:

8:30 a.m. – 9:00 p.m.

- For scheduled events, ministry members will enter through the south door of the Pastoral Offices accessing the stairs and elevator by the door. When leaving, use the elevator or stairs nearest the meetings rooms, then exit through either the north or south side doors in the 1st floor hallway.
- Call the Facilities paging system at 972-385-1546 if you need assistance entering the building.

