

# St. John the Evangelist R. C. Church

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## Guidelines for the Use of Building Facilities

We are happy to share our space with you and expect that you will cooperate with us in maintaining a clean and safe environment for all to enjoy. We ask that you follow these simple guidelines.

1. All organizations both outside and within the parish should submit requests in writing by completing the "BUILDING USE REQUEST" form.
2. The facilities must be put back in the same condition it was found prior to the event.
3. All lights and/or fans must be turned off; all windows should be closed and locked and all chairs returned to original positions. Bathrooms should be checked and cleaned if necessary.
4. If a Key is requested, it must be signed out at the Rectory office for EACH event and be returned BEFORE 9:00 pm that evening.
5. Before exiting the building, be sure the entire building is secure and when leaving please be sure that the outside door is locked behind you as you leave.
6. If anything out of the ordinary is found please report it to the Parish Office by completing a Work Order form.

**THERE IS ABSOLUTELY NO SMOKING IN THE  
BUILDINGS OR ON SCHOOL PROPERTY**