

BUILDING USE GUIDELINES

St. John's is a welcoming space and many groups use the facilities throughout the week. St. John's hosts The Road Home, Blood Drives, Seminars, Girl Scout and Boy Scout troops, to name a few, as well as the many ministries within the church. From time to time we need to be reminded that when we use the facilities, we need to take care of the facilities.

A room is not reserved until a "Room Request Form" has been completed, submitted to the Office Manager, and approved. The bottom portion of the form will be returned to the contact person on the form, either place in the mailboxes by the office or returned by mail.

At times there are multiple requests for specific rooms. Normally the room will be reserved for the first request that is made, therefore a specific room request is not granted. Please note the returned form for room assignment or for any changes. If the change occurs after confirmation has been received, contact person will be advised as quickly as possible with the change.

When you leave your User Group's assigned room, please:

- Pick up garbage and wastepaper, and place them in the appropriate garbage and recycling containers. If your group will have a large amount of garbage, please bag it and put it in the dumpster located at the back of the large parking lot.
- Use only appropriate dry erase markers on the whiteboards.
- Clean off whiteboards you may have used with an eraser provided for that use. Whiteboards scratch easily – do not use other items to erase with.
- Ensure that your User Group's members, participants and associates remember to take all of their coats, purses, materials, and other belongings.
- Turn off all appliances and lights (including the restrooms).
- Close and secure all windows and interior doors and lock, if possible.
- Report any damage to church property to the Pastor or office staff."
- Replace any tables and/or chairs to set up as you found them.