

ST. JOHN THE EVANGELIST

PARISH HALL GUIDELINES

***These guidelines are for all church sponsored activities and social events
Using Parish Facilities.***

Definition of a parish member: must be an active, participating, tithing member of St. John for at least one year prior to the event. Recipient of an event (shower, anniversary, birthday party, etc) must be a practicing Catholic.

1. **A designated parish member** must be present at all times at the function. It is the responsibility of the family for food, set-up, and clean up (not the parish).
2. Smoking or any use of tobacco products is prohibited inside the building. Please do not litter the premises, inside or out, with smoking or tobacco products.
3. **The use of any controlled substance (alcohol, drugs, etc) is prohibited in the building or on the premises.**
4. Key must be signed out from the Parish Office during working hours on the day of the function, or for weekends on the last working day prior to the function. Key must be returned to the Parish Office immediately after the function, or no later than the next working day.
5. No nails, thumbtacks, tape or other adhesives/fasteners or markers of any kind are to be used on ceiling, walls, floors, furnishings, windows, doors, facings, etc.
6. Deposit paper, food/beverage containers and other debris from your function in trash containers provided in the building. **After the event all trash containers must be removed to the outside large CWI dumpster (across the road by the old (white) school).** Fresh liners (kitchen/white cabinet by sink) should be placed in all trash containers used during your function.
7. All tables and chairs are to be wiped/washed clean and returned to their previous positions. Table and chairs are not to be out of the original position unless previously arranged with Parish Office. **All tables and chairs are to be picked up and moved, not dragged or scooted.** All tables and chairs brought in (from another area) must have protective caps on all legs.
8. If the kitchen is used, all sinks, counter tops and tables must be washed clean. Trash containers must be taken out and liners replaced. All kitchen dishes, pots, pans, utensils, etc, used for your function must be washed clean, dried and put back in their proper places.
9. Unused, opened, perishable food or drink should not be left on the premises, but disposed of in some useful manner. If this is not practical, such perishables need to be placed in trash bags and put in dumpster. Unopened cold drinks may be left in the refrigerator.
10. Kitchen and bathroom floors must be swept/mopped as necessary to leave them clean. Broom/mop & bucket located in the janitor's closet off the dining room.
11. **Turn off all bathroom lights, flush commodes (please check: no water is left running regarding the commodes/faucets).**
Turn off all lights. Check oven and burners to assure they are turned off, and lock all doors before leaving.
12. Cleanup must be completed day of event and in a timely manner due to other parish activities.
13. DO NOT sit on tables or counters in the kitchen and hall.
14. DO NOT RUN IN CAFETERIA, HALLWAY, KITCHEN OR GYM.
15. Absolutely no animals, pets, etc. are allowed in any church facility, unless it is a Seeing Eye dog.