

# **St. John the Baptist Episcopal Church**

## **Building Use Guidelines**

The purpose of this guide is to outline some responsibilities of everyone using our property. Changes to this document must be approved by the Vestry of St. John the Baptist.

### **Food and Beverage**

Vestry approval is required for alcoholic beverages. Approval is on a **per event** basis.

If your group needs to use our kitchen, contact the church office prior to your meeting/event.

**Food and/or beverages are to be stored in the kitchen only and only for the duration of the event.**

**WHEN YOU CLEAN UP AFTER YOUR EVENT, TAKE ALL LEFTOVER FOOD WITH YOU. DO NOT LEAVE FOOD IN THE KITCHEN OR THE REFRIGERATOR/FREEZER AT THE CONCLUSION OF YOUR EVENT. THIS APPLIES TO IN-HOUSE GROUPS AS WELL AS OUTSIDE GROUPS. IF YOU DO NOT WANT TO TAKE LEFTOVERS WITH YOU, PLEASE THROW THEM OUT.**

### **Set-up, Clean-up, and Facility Maintenance**

Each group is responsible for their own set-up and break-down of chairs, tables, and the like.

Each group is responsible for cleaning up after their event. Any costs incurred by the Church, such as cleaning or damage repairs, will be assessed to your group.

The kitchen needs to be spotlessly maintained.

- Counters, cabinets, tables, sink, etc., are to be cleaned and the floor is to be swept. Trash should be emptied and placed in the city trash containers outside the building.
- All items that you use should be put back into the cabinets. If you use pots/pans, silverware, plates, etc., please return them to their proper place after washing/drying.
- Please be respectful of those items in the kitchen belonging to the Church and/or to other groups/committees.

If you enter the building and find something that needs immediate attention (leaking pipe, broken toilet, etc.) call the cell phone on the entrance code card. If you find any other items in need of repair, please contact the church office. We have a voice mail system to handle messages outside of office hours. Do not change the thermostat settings. Notify the church office for any needed changes.

Turn off the lights when you leave.

## Keys

Keys are issued through our office and must be signed for with proof of identification. When you receive and sign for a key, you are financially responsible for that key and the cost of re-keying the locks in the event that you lose the key issued to you. Keys will not be passed about within a group and are not to be copied.

## Responsibility

This is a non-smoking facility. Smoking is allowed outside our buildings in accordance with Arizona statutes.

Please restrict your usage to the approved room.

All pictures, posters, and artwork should be on the bulletin boards or with 3-M poster tabs on the walls; do not use tape, push pins, staples, or tacks. Artwork in windows must allow a 12 inch border at both the top and the bottom so that parents are able to have a clear view of their children at all times. Any artwork using paints, glue and glitter should be done in the rooms with linoleum- do not use these items near the carpeting. Please do not hang anything on the folding dividing doors.

Folding doors can only be operated by an authorized Church representative.

Using the office or workroom is not an option.

The Library is used as a meeting room. No storage in the Library at any time.

Outside usage of our facilities, including tenting and temporary buildings must be approved when you set up your meeting with the Church Office.

Individuals and groups are not allowed to reside on the church property. Requests for emergency overnight stays may be considered by the Rector and/or Vestry.

Our parking lot is for the purpose of conducting the church business and for approved groups using the facility. Extended/overnight vehicle parking not associated with church activities must be approved by the Vestry. Overnight parking of recreational vehicles and campers is prohibited unless previous permission is granted by the Vestry. When immediate decisions are required, the Rector will have short term authority.

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I \_\_\_\_\_ have read, understand, and will abide by these building use guidelines. I also understand and agree that beverages are to be non-alcoholic unless Vestry approval has been given.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Group/Committee \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Drivers License # \_\_\_\_\_

Key issued: Master [ ] Church [ ] Chilton Hall [ ]

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Issued by: \_\_\_\_\_

Date Issued: \_\_\_\_\_

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