***The Catholic Community of St. John the Baptist***Where stewardship is a way of life and the diversity of our gifts answers Christ’s call to proclaim and live the Gospel

**FACILITY USE – MULTIPURPOSE ROOMS**

Users are responsible for their own set-up, decorations and clean-up. In the spirit of stewardship, it is
our expectation that the facilities will be left at least as good as, or better, than they were found. If tables and chairs were left out as a favor to your group, you are still expected to put them away.

**Parish Contacts:**David Aldous, Facility Supervisor (davida@sjtbcc.org; 253-630-0701, ext. 114)

Kathy Wickward, Pastoral Assistant for Administration (kathyw@sjtbcc.org; 253-630-0701, ext. 103)

**Inventory of Tables and Chairs**\*\* 20 round folding tables (5 ft. in diameter) {seats 6-8}
\*\* 10 long folding tables (8 ft. long, 30 in. wide) {seats 6-8}
\*\* 190 pink plastic chairs

**Set-up**\*\* Tables and chairs are stored in the marked storage closets in Multipurpose Room C.
\*\* Do not drag tables across the cork flooring. Make sure the tables are in the folded position and the
 wheels are operational before you move them.
\*\* Do not drag chairs across the cork flooring. Chair dollies are provided for easy storage and
 movement of chairs. Do not stack the chairs more than 25 high on the dolly.
\*\* To adjust the heat (up to 68 degrees), open the cover of the thermostat, locate the small button
 on the left-hand side that says “temporarily occupied”, push this button once. This will run
 the furnace for up to three hours and will maintain the temperature at a maximum level of
 68 degrees. There is a thermostat located in each of the multi-use rooms (A, B and C). You will
 need to repeat this process in each room that you are using, and after 3 hours.

\*\* To adjust the air conditioning (to cool the room to 72 degrees), open the cover of the thermostat,
 locate the small button on the left-hand side that says “temporarily occupied”, push this button
 once. This will run the air conditioner for up to three hours and will maintain the temperature at a
 maximum level of 72 degrees. There is a thermostat located in each of the multi-use rooms (A, B
 and C). You will need to repeat this process in each room that you are using. If your event runs
 longer than three hours, you must repeat this process. In order for the air conditioning unit to run
 efficiently, all exterior doors must remain closed.

**Decorations**
The multipurpose rooms can be made as festive as you like with the following restrictions:
\*\* Decorations may be taped up using only “3-M product blue painters tape”.
\*\* Decorations may be pinned to the tackable wall surfaces only (no pins or nails in the sheet rock or
 woodwork).
\*\* Helium balloons are allowed and must be securely anchored and removed immediately after
 your event. \*\* Small “Christmas-type” lights are allowed. They must be hung using only the blue tape or pinned
 to the tackable wall surface.
\*\* Candles are allowed and must be in an appropriate container (i.e. votive/tea light in votive cups;
 pillar/taper candles in hurricane-type holder). No open flames are allowed.

**Alcohol and smoking**\*\* There is absolutely no smoking inside the premises.
\*\* Alcoholic beverages are permitted as appropriate for the event (beer, wine and champagne only).
\*\* The user is required to secure and post the appropriate license/permit.
\*\* An individual “bartender” (over the age of 21) must be designated on the Facility Use Agreement form as the person responsible for monitoring the dispensing of alcoholic beverages.

**Clean-up**\*\* Cleaning supplies are located in the janitor’s closet in the main hallway outside the kitchen and in
 the janitor’s closet next to the main restrooms.\*\* Wash all table tops.
\*\* Wipe off chairs as necessary.
\*\* Fold up tables and return them to the appropriate storage closet. Please follow the maps on the inside of the closet doors. Everything will fit inside the closet if items are stored as pictured, though it is a tight fit.
\*\* Stack chairs on chair dollies (maximum 25 chairs high) and return them to the appropriate storage
 closet.
\*\* Remove all decorations (including tape, pins, etc.)
\*\* Take all garbage out to the dumpster and/or recycle bin.
\*\* Reline the garbage cans with plastic bags.
\*\* Use a cloth or paper towel to wipe up any liquid spills on the floor.
\*\* Dust mop the entire cork floor.
\*\* Wet mop the entire cork floor (fill the mop bucket with warm water only and do not add any
 cleaning agent). Wring as much water as possible out of the mop. Do not pour water directly onto
 the cork floor.
\*\* Dump the water from the mop bucket in the sink located in the janitor’s closet (do not dump floor
 water in the kitchen sinks).
\*\* Return all cleaning supplies to their appropriate location.
\*\* You do not need to clean the restrooms. However, please check them to make sure there are no
 problems or items left behind before you leave.
\*\* Assure that all exterior doors in the multipurpose rooms and hallways have been pulled tightly closed and are in the locked position.
\*\* Turn off all lights.
\*\* Use the key to place the main door handles in the locked position.
\*\* As you exit, assure that all exterior front doors have been pulled tightly closed.
\*\* A member of our parish security team or custodial contractor will check the facility at or after your departure and will set the security alarm system.

\*\* You must contact David Aldous (see above) at least three weeks before your event to receive training on the use of the kitchen and related equipment.

12/06/2018: Facilities:Facility Use:Facility Use Policy