

WELCOME!

The community of St. John the Baptist is proud to be stewards of God's creation and to be able to share both the beauty of the natural world and our functional spaces with all our parishioners and the larger community. We ask that all who use the spaces be responsible and respectful of others by leaving the property cleaner than you found it.

Parish Contacts:

Office: 253-630-0701

Hours: M- closed; T-F – 9 am – 4 pm; Saturday; 9 am – 3 pm

David Aldous, Facility Supervisor, davida@sjtbcc.org; 253-630-0701, ext. 114

Rose McAvoy, Facilities Booking, rosem@sjtbcc.org; ext. 103

Kathy Wickward, Pastoral Asst. for Administration; kathyw@sjtbcc.org, ext. 101

McMullen Education Center Building

Lobby:

Reception desk

ADA accessible multi-stall restrooms

Classrooms:

9-Class rooms, 8 – 247sqft, 1 smaller

2-Class rooms, convertible spaces – each may be used as large classrooms or divided into two smaller rooms

Multipurpose Room (MPR):

May be used as a single large space or divided into three smaller spaces.

Each section has an 85 inch LCD screen and audio with microphone.

As a single space, the MPR comfortably fits 150 seated guests.

Equipment and Resources

Tables and Chairs:

- ** 20 round folding tables (6 ft. in diameter) {seats 6-8}
- ** 10 long folding tables (8 ft. long, 30 in. wide) {seats 6-8}
- ** 190 pink plastic chairs

MPR Kitchen:

Commercial grade stainless appliances available for use with facilities bookings

Refrigerators

Freezers

Double stainless prep table

Commercial Ice Maker

Steam table

2 - Convection Ovens

Stand Mixer

Commercial Coffee Maker

Prep sink

Hand washing sink

Dishwasher

Dinnerware for 150

Facilities Use Policies and Procedures

****Important Requirements****

- **Signed Agreement:** You must sign a copy of these policies and procedures before using the facilities. Non-compliance could lead to suspension of your privileges and the withholding of part or all of your deposit.
- **Proof of Insurance:** Provide proof of insurance for the day of your event.
- **Banquet License:** If serving alcohol, you must provide proof of a banquet license.
- **Mandatory Training:** Schedule a training and walk-through with the facilities supervisor at least three weeks before your event. All users need an updated walk-through with the facilities supervisor every 12 months, even if you've used the facilities before.

General

- No smoking or vaping in any SJTB buildings – no butts left behind on the grounds or parking lot.
- No food or beverages may be served or consumed on the carpeted areas.
- Alcohol is restricted to beer, wine, and champagne. Any event serving alcohol must provide a copy of the appropriate state issued license/permit.
- A designated “bartender” over the age of 21 must be named in the Facility Use Agreement. This person will be responsible for the monitoring the service and handling of all alcoholic beverages for your event.

Loading - Vehicles may be driven on the concrete walkways (Fire Lane) along the McMullen Center entrance for unloading and loading of supplies. Move vehicles immediately after unloading is complete.

Kitchen Use and Food Handling

For the safety of all volunteers and guests, facilities users must understand how to prepare and serve food safely. All groups should review the WA State Department of Health Food Handling Requirements. All individuals and groups using the kitchen must know how to operate the equipment, document their use, and follow the checklist below.

- Read First: Make sure to review the posted operating instructions before using any kitchen equipment.
- Need Help? If you're unsure how to operate something, don't use it—reach out to the facilities supervisor for assistance.

Dishes and containers:

YES - We have all necessary washable dishes, cups, and silverware for large events. Please consider using these sustainable options for your food service.

YES - Recyclable and Cedar Grove certified compostable products are permitted but must be disposed of properly.

NO - Use of Styrofoam containers or any type of dishes is not permitted. If Styrofoam is found in our garbage after your event, we reserve the right to withhold your deposit.

Main Room

- Tables, chairs, and table cloths will be placed for you as specified on your facilities use form.
- Do not drag tables and chairs across the cork flooring.
- Move tables in the folded position so the wheels roll on the floor
- Adjust Heat/Cooling: To adjust the heat 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 system for up to three hours to maintain the temperature. There is a thermostat located in each of the multi-use rooms (A, B and C). Repeat the process in each room that you are using, and every 3 hours.

Heating – Max up to 68 degrees

Cooling – Max down to 72 degrees

When propping open exterior doors – set thermostat to "continuously unoccupied."

Decorations

You may decorate as much as you wish provided you follow these guidelines:

Only blue painters tape may be used to attach decorations, including Christmas lights, to the painted walls, no tacks or pins in painted walls or woodwork.

Balloons - Helium balloons are allowed and must be securely anchored – no intentional release of balloons on premises.

Candles – Battery powered recommended. Any flame candles must be in the appropriate container for the size of the candle - i.e. votive/tea light in votive cups; pillar/taper candles in a tall, hurricane-type holder.

Clean-Up

- Follow all the steps on the exit checklist and leave the signed form on the counter.
- Use the whiteboard in the kitchen to report any non-urgent maintenance issues.
- Cleaning tools and supplies are located in the janitor's closet next to the kitchen and the "custodial storage/fire panel" room to the right of the restrooms.
- Chairs - stack on chair dollies, maximum 26 per stack. Return the dollies to the appropriate closet.
- Tablecloths – wash and return by date specified on your exit checklist
- Trash – empty all trash containers and replace the liners. If the dumpsters are full you will need to take your trash to dispose of at home. If any trash is found in the recycling (or vice versa) we reserve the right to withhold some or all of your deposit.

Any exceptions to the above requirements must be authorized in advance by the SJTB Facilities Supervisor or the SJTB Grounds and Facilities Leader.

Facilities User Signature: _____

Date: _____

Print Name: _____