

## BUILDING USE RESPONSIBILITIES

*This list is provided to all groups using the St. John's facility in order to ensure that the buildings and premises are always properly secured and maintained, and that scheduling conflicts and other problems are minimized. If you have questions or concerns, please contact the church office weekdays between 9 a.m. and 5 p.m. at 636-926-8995 or [office@stjohnsweldonspring.org](mailto:office@stjohnsweldonspring.org). Thank you!*

- Do not duplicate keys without permission
- Please keep all entry doors and doors between entryway and building closed
- Please put all tables and chairs back in original positions if you move them
- Round tables **must be lifted** and not dragged when moved
- Please do not sit on any table or counter
- Please do not smoke in the building or near any exterior door
- Please place all smoking waste in the outdoor receptacles
- Put away all materials and supplies following your meeting
- Clear and clean the kitchen counters and sinks
- Turn off all lights (meeting room, rest rooms, hall, entry way, etc.)
- After the meeting is over, lock any room you have previously unlocked
- Following your meeting, lock all exterior doors that have been opened
- Please contact the Church Office in advance (weekdays between 9 a.m. and 5 p.m. at 636-926-8995 or [office@stjohnsweldonspring.org](mailto:office@stjohnsweldonspring.org)) if you wish to use the facility and/or parking lot other than at your scheduled time. (Other groups may be scheduled to use the same space up until your normal start time.)

## **BUILDING ... OPENING AND CLOSING (For Groups or Individuals)**

### **OPENING**

Be sure a responsible person has a key to unlock the doors for your group on a timely basis.

The thermostat may need to be put in an override position to adjust the temperature needs.

Please prearrange with the church office if your group will need use of special equipment to be certain it is available for your use.

### **CLOSING**

Return thermostats to previous temperature setting.

Check all lights are out ... including restrooms, hallways, classrooms, kitchen, etc.

If you place the release bar on the door to allow others entry, be certain it is returned to locking position when you leave.

If you or children have been in either building, be certain all items are picked up and returned to their storage area(s), and that areas are restored to how they were when you arrived, or even improved upon. Clean tables, counters and flooring for the next group's use. If you have generated trash that is more than what can be contained by one container, please carry it out to the large bin on the parking lot.