



ST. JOHN THE BAPTIST Catholic Church & School

Facility Scheduling and Use Guidelines

We are blessed to enjoy a vibrant parish with many events, group gatherings and activities. We thank you for contributing to the success of our committees and ministries and we are glad you are choosing your parish facility to host your gathering.

Our St. John the Baptist Parish facilities are used by many different organizations, and we strive to maintain a safe and clean environment for all to enjoy. You can help by following these simple procedures when planning your meetings and events at SJB.

Facility Scheduling allows for efficient communication between the parish office, evening staff, and committee/ministry volunteer leaders please use the following procedures when scheduling facility use.

- All parish meetings, activities and events must be scheduled through the parish office at sjbparish@sjbplymouth.org or 920-892-4006.
- When scheduling, please include both your set-up time **and** your actual start time. Also include your actual end time **and** your clean-up time.
(Example: Your meeting starts at 4:00, but you need 15 minutes to set up. Your scheduling request will include 15-minute set-up and 4:00 start time. The same applies for meeting end times and after meeting clean-up.) This will help evening staff ensure that doors are open in a timely manner and the facility can be secured promptly.
- Entrance doors will be locked 30 minutes after the start of your meeting. This will keep the facility safe and secure for all attendees and our evening staff.
- Meetings must end, and clean-up and departure must be completed by 8:30 p.m. This allows maintenance staff ample time to check and secure the facility.
- For meetings ending after 7:00 p.m. on Mondays or Fridays volunteers are responsible for turning off lights and confirming doors are locked.

Facility Use To help maintain a safe and clean environment for all to enjoy please follow the guidelines for each room.

Church Hall/Cafeteria: (175 Capacity)

- Tables may not be moved.
- Tables and any other high touch surface must be washed and disinfected/sanitized after being used. All in one cleaner/disinfectant can be found in the holder on the wall by the coffee machine.
- All trash must be cleaned up and disposed of in the proper trash receptacles.

Library (45 Capacity)

- When tables and chairs are moved, they must be put back to their original set up. (Please take a picture of the room upon arrival, to accommodate this).
- No food is allowed.
- All tables and any other high touch surfaces used need to be disinfected/sanitized after being used. All in one cleaner/disinfectant can be found in the holder on the wall behind the library desk.

- All trash must be cleaned up and disposed of in the proper trash receptacles.

PAC (Capacity 150)

- If tables and chairs are needed for your meeting, individuals from your group must help set up and take down. Please set up a time to meet with the Director of Facilities to go over these details.
- All tables and any other high touch surfaces must be disinfected/sanitized after being used. Cleaner/disinfectant can be found next to the doors to the PAC.
- Tables and chairs must be taken down and stored in the designated area.
- All trash must be cleaned up and disposed of in the proper trash receptacles.

School Conference Room (Capacity 25)

- Tables and chairs may not be moved.
- Tables and any other high touch surfaces must be disinfected/sanitized after being used. Cleaner/disinfectant can be found in the library.
- All trash must be cleaned up and disposed of in the proper trash receptacles.

Parish Office Meeting Rooms (Capacity 10)

- Tables and chairs may not be moved.
- Tables and any other high touch surfaces must be disinfected/sanitized after being used. Disinfectant can be found in the room.
- All trash must be cleaned up and disposed of in the proper trash receptacles.

If you have any questions regarding facility use, please contact the Director of Facilities, Scott Dedlow at sdedlow@sjbplymouth.org. For questions regarding facility scheduling contact the parish office at sjbparish@sjbplymouth.org or 920-892-4006.