

GUIDELINES FOR SJV FACILITIES:

Parish Office Center:

- No meetings may be scheduled between 8:30am and 5:30pm on weekdays.
- Group(s) must designate a contact person who will be responsible to pick up a key from the office.
- Group(s) must return all chairs and tables to their proper place and leave the room(s) how it was found.
- All trash must be dumped outside, please do not leave any food inside the building.
- All doors and windows must be shut and locked, please pull on doors to ensure they are closed.
- All lights must be turned off before leaving.

(A penalty fee of \$25.00 is enforced for the kitchen area, tables and/or floors left dirty.)

Main Hall:

- Group(s) must designate a contact person who will be responsible to pick up a key from the office.
- Tables are cleaned with soap and water.
- Kitchen area is cleaned - includes floor. A penalty fee of \$30.00 is enforced for each stove knob broken, \$25.00 if the stove is left dirty and \$25.00 if the kitchen floor area is not cleaned.
- Hall floor is cleaned with soap and water. Penalty fee of \$50.00 is enforced if floor is not swept and mopped.
- All chairs and tables must go back where they were found.
- The trash is dumped outside; do not leave food in the trash cans overnight.
- All food and drinks should be taken out of the refrigerator and freezer, so other groups can use them.
- Make sure you turn off all lights before you leave (including the restrooms).
- Please shut completely the windows in the hall and in the restrooms.
- Doors must be shut and locked, pull on doors to ensure they are closed.
- If your group is the last to leave the premise, make sure you lock both school parking lot gates.

School:

- No Mon/Tues/Thurs/Fri meeting is scheduled before 5:30 pm.
- No meetings scheduled after 9pm
- Please enter via the front entrance of the school building; Mr. John Coehlo will unlock the building and open your room. Advise Mr. Coehlo of your group being in the building.
- When using the classroom(s) no one should sit or touch the teacher's desk.
- While sitting at the student's desk, we ask that anything on or inside the desks should be left alone, these are items that belong to the students.
- Please return all of the desks and chairs to their proper place.
- Please remember to erase the white board or chalk board (if used). Please do not erase anything the teacher has on the board.
- Make sure all windows are completely shut, lights turned off and doors secured at the close of your meeting.
- The trash should be dumped outside and a new garbage liner must be put in the trash can.
- Notify Mr. John Coehlo that you are leaving the school premises..

Church:

- All meetings are subject to change because of funerals.
- Before you leave please turn off the lights and shut all windows.
- No food, drinks or gum should be in the church at any time.
- Sound system and projector should not be used unless you have received training.
- All doors should be locked, please check the doors even if you did not use all of them.
- Everything should be returned to its proper place.

REMINDER: SHIELD THE VULNERABLE MANDATE IS ENFORCED ON THESE PREMISES.