

ST. JOHN NEUMANN CATHOLIC CHURCH
Facilities Scheduling Policy

As facility requests increase, we all need to work together by respecting the property with which we have been so blessed. Reserving space at SJN implies agreement to abide by the guidelines set forth in this Facilities Scheduling Policy. For security reasons and because of multiple room requests, if you cancel your event please notify the Scheduling Coordinator as soon as possible. Thank you!

- A Space Request form must be completed for any use of the parish facility. The form can be readily accessed from the website, www.4sjnc.org select Calendar, and click on Space Request, or a form may be picked-up from the Parish Office. A reply email will be sent to confirm all space requests.
- If your meeting or activity requires the use of a key, please contact the Parish Secretary, 704-536-6520.
- Use only the space which is assigned. A calendar is displayed in the Education Wing and in the weekly bulletin indicating the group/ministry confirmed for that space. Space should not be occupied by anyone other than the confirmed group/ministry listed.
- Your group is expected to: Arrive AND depart ON TIME.
- **The St. John Neumann campus is shared space.** Please be respectful of the working office staff and others meeting on the campus. Loud or lengthy conversations should not be conducted in the hallways.
- Children must never be left unattended. All children must be supervised by a parent or authorized adult.
- Do not prop or otherwise alter any exterior door to stay open unattended. By doing this you compromise the rights and safety of everyone in the building.
- Rooms may be configured to meet the needs of the assigned group/ministry. Upon completion of the meeting or activity, the room must be returned to its original set up. Tables and chairs, chalk/white boards should be wiped clean, and trash cans emptied. Cleaning products are available above the white cabinet in each room or in the Parish Hall kitchen. Please be respectful, and do your part to leave the space clean and free of excess items.
- Lights should be turned off after the completion of each meeting or activity.
- Rooms are not equipped to accommodate storing meeting material. All materials should be removed immediately at the close of each meeting or event.
- The Parish Hall and Austin Hall Kitchen refrigerators and freezers are not equipped to accommodate left over food and drinks. Please remove any food and drinks immediately at the close of each meeting or event. If your ministry has permission to store food or drinks in any refrigerator or freezer all items must be labeled.
- Paper and plastic products (plates, cups, plastic ware, etc.) are available in the kitchens for use by St. John Neumann ministries. Please let the Scheduling Coordinator know if your ministry will be using these products, so any used products can be resupplied.
- Video cameras are strategically placed to monitor vandalism and to provide a safe environment for all.
- Report problems or breakages, etc. to the Facilities Manager IMMEDIATELY 704-536-6520.

Failure to comply with the policy stated will result in cancellation of future room reservations and privileges to use the facilities.