

St. John the Baptist Catholic Church and School
Room Usage Guidelines

The facilities on the campus of St. John the Baptist Catholic Church and School are available for gatherings, meetings by church/school sponsored groups and outside organizations as space allows. In order to use these facilities, it is necessary to contact through your organization's designated contact person. This designated person will work with the staff liaison assigned to your group (if a recognized ministry of the parish) or the parish office to coordinate room reservations.

- Staff Liaison for all Scouting groups: Andi Little Contact: alittle@stjohns-savage.org or call 952-890-9434

Facilities should be reserved in as far in advance as possible using the parish Room Reservation form provided specifically for scouting groups or print one from SCOUTING PAGE (under YOUTH) on the parish website: <http://www.stjohns-savage.org/parish/youth/scouting>

When completing this form, please provide as detailed information as possible, especially if any kind of special set-up or equipment is needed for your function. Reserved rooms will be opened according to your paperwork, so be careful to note any set-up time needed.

Your designated contact person and staff liaison will be contacted to confirm the requested facilities are available. Any conflicts will be noted and alternative space, other than that originally requested, may be assigned for your group/function depending on available space. Know that St. John's ministries and school events such as team practices and games will have priority. Note also that a funeral in respect to the grieving family takes priority over all other scheduled events. While most funeral Masses occur during the daytime, it is important to remember that wakes are scheduled in the evening. **No meetings will be scheduled when school is not in session or on Catholic Holy Days of Obligation (when Masses are scheduled).** Any time ISD 191 cancels evening activities due to weather; all meetings at St. John's also will be cancelled.

When using St. John's facilities it is important to remember:

- Room furniture may be moved but should be replaced as you found it
- If windows are opened, please make sure they are completely closed before leaving the room
- If food is served, please make sure tables are washed after eating
- If pizza or other aromatic food is served, please place refuse in the dumpster
- If beverages are served in classrooms, they cannot be red – even if in a juice box (they can be squeezed). If spills occur, do not wipe them up. Cover them with paper towel to sop excess and find a member of the maintenance team
- Dry mops/brooms are available from the maintenance team to sweep gym, Auditorium and Parish Center floors
- Classrooms should not be used for woodworking projects where nails and hammers are needed; instead, reserve Room 301 or gym for the project
- Classroom items such as computers, white boards, SMART boards, teacher's desks, student desks and bins, toys, books, etc. are to be left alone; however, classroom projectors, Kleenex and wipes may be used.
- CHILDREN ARE TO BE SUPERVISED AT ALL TIMES; no child should go to the bathroom or other room without supervision
 - Parents should bring children to assigned rooms and wait until leader arrives
 - Parents should pick up children from assigned space in a timely manner
- The Night Maintenance Contact phone line is: **952-451-4351**

The best guidelines for using space at St. John's are:

- *Be Prepared!* Make sure you have all the supplies: pencils, pens, scissors, glue, etc. you might need for a project. Please do not use classroom supplies even if available
- *Leave No Trace!* Leave facilities as or better than you found them

Questions?

Contact Andi at alittle@stjohns-savage.org or call: daytime (952)890-9434, ext. 249 or cell: **612-325-1223**