

**BUILDING USE REQUEST FORM**

Received by Office \_\_\_\_\_ (Initials)

Date \_\_\_\_\_

Please provide the following information so we can determine whether or not we can accommodate this request.

Name of Organization: \_\_\_\_\_

Purpose:

I will need the CHURCH / SOCIAL ROOM / KITCHEN / CLASSROOM USE / BASEMENT (Please circle one)

Circle Items to be utilized: Coffee Maker / Oven / Tables/Chairs / TV/Audio

From: Date(s) \_\_\_\_\_ to \_\_\_\_\_

Time: Begin \_\_\_\_\_ Finish \_\_\_\_\_

How many do you expect? (i.e., for Kitchen = Food; i.e., for Mass = Hosts) \_\_\_\_\_

Who will be working the event? \_\_\_\_\_

If Mass, who is the Sacristan and/or Presider? \_\_\_\_\_ Phone #: \_\_\_\_\_

Are there costs associated with this use? If so, please note amount and who is covering these expenses:

\_\_\_\_\_

Contact Person / Responsible Party: Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

List anyone available who already has a building key and alarm code if applicable:

\_\_\_\_\_

**Office Use Only**

Beth/Calendar/Security: \_\_\_\_\_ Date: \_\_\_\_\_ (Rental Form Completed \_\_\_\_, attached, if applicable)

Lorenzo/Set Up: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor

*Please remember to leave everything exactly as you found it. Follow the Clean-Up Procedures attached. Thank you.*

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Thank you.*

File: Documents/Procedures/Building Use Form

You have been assigned a key and/or an alarm code for the church and/or the Parish Center. In order to maintain some security, we would like to provide you with this overview as to what we would like you to follow when entering and exiting the building. Thank you so much for your willingness to serve all of the parishioners at St. Joseph.

#### LAMINATED SIGNS ON WINDOWS NEXT TO SCHOOL HALLWAY DOORS

One major addition to the church/school building are the laminated signs on the window right next to the doors to the school hallway. There are two signs, "CHURCH" AND "SCHOOL". Serendipity is renting Classroom 6 as office space.

These signs allow anyone who comes in the building to know whether or not someone else is in the building so they do not set the alarm when they leave. But we need to make sure that the alarm does get set. So when you enter the building and are a member of the Church or any ministry associated with the Church, you should change the sign to GREEN. When you leave, change the sign to RED. This will be especially important if you are either in the church or in the basement.

#### ENTERING THE BUILDING:

The front doors of the church are either in a locked or unlocked position. So when you have to "unlock" it to get in, you have to immediately "lock" it again or it will remain unlocked. We prefer that once your people are in, the doors are locked. Otherwise, someone needs to be watching the door when it is unlocked. That is the same for the school doors.

#### WHILE IN THE BUILDING:

We ask that you leave the doors locked during the event. If you do have visual access to the door that is opened, you may leave it unlocked. If you are in a classroom and do not have visual site of the front door, you cannot see whether anyone enters and goes to another part of the building. If people will be arriving at different times, either station someone at the door or leave a cell number on the front door asking that they call to be let in.

#### LEAVING THE BUILDING:

When you leave, regardless of what area you used:

Check both sets of front doors to make sure they are locked and secure (both sets of church doors AND the school doors).

Turn out all the lights and make sure the heat in the social room is set to 60%.

If you have had anyone in any of the classrooms or hallways, please make sure the back door at the end of the school hallway is secure.

If you are the only one with an alarm code (such as coffee and donuts) and are the only one there that can alarm the building, it is completely acceptable to let people know that it is time to go. That you need to alarm the building. You are NOT required to stay longer because people are lingering.

#### PROTECTION ONE:

Please have Protection One phone number in your phone. In the event that you accidentally set off the alarm, disarm the system AND immediately call Protection One to let them know. We are fined when police respond to false alarms. The number is 1-877-776-1911.

Questions: Call Cathy Keathley at 503-761-8710, ext. 103. Only in an emergency: 503-805-8973.

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