



## BUILDING USAGE GUIDELINES

It is the intent of St. John's to provide a safe, clean and secure environment for all groups that share our facility.

### 1. CONTRACT

Each group will be required to sign a Use Agreement, a Release of Liability form, and the Building Usage Guidelines.

### 2. PARKING

Participating members of the group renting a St. John's building may use the St. John's parking lot during the duration of event. Groups must ensure "Reserved" spots are left empty for Clergy, and that emergency lanes are not blocked. If a member of your group parks in the any of the 4 metered city parking spots beside the upper lot across from the Church, they will be ticketed as this is not part of St. John's parking lot, and they will be responsible for payment.

### 3. SMOKING

There is no smoking in the building or on the grounds.

### 4. ALCOHOL

Alcohol is not allowed in any building. **Beer and wine can be served ONLY with a written request and Vestry approval prior to the event.**

### 5. FOOD

Food and drinks (other than water) are not allowed in the Church building.

### 6. CLEAN UP

Groups are responsible for ensuring the building is left in the condition it was found. Equipment, tables and chairs will be stored. Spills from food or drinks should be cleaned and the floors swept. If the coffee maker and stove are used, check to ensure all are off.

### 7. SAFETY

It is the responsibility of each group to ensure the safety of its members. Groups will familiarize themselves with the location of fire extinguishers and emergency exits. In the event of a serious emergency call 911. For problems with the building or equipment, notify the Office Administrator. During the winter Months, shovels and salt will be provided at each entrance or exit to keep the doorways free of snow and ice.

### 8. EQUIPMENT STORAGE

Please remove all of your equipment and supplies from the room.

### 9. ETIQUETTE

Be mindful that there may be other groups/individuals using other parts of the building at the same time.

### 10. VIOLATIONS

Failure to abide by these guidelines will result in in loss of future facility privileges.

Signing below acknowledges agreement to the above guidelines.

Name \_\_\_\_\_ Group \_\_\_\_\_ Date \_\_\_\_\_

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

St. John's Representative \_\_\_\_\_ Date \_\_\_\_\_

Direct all questions or issues to St. John's Events Coordinator,  
Mona Ramsdell, 207-451-0354 or rental@stjohnsnh.org