

<b>GUIDELINES/PROTOCOLS FOR EXTERNAL INDIVIDUALS an ORGANIZATIONS re USE OF SPACE AT ST. JOHN'S</b>	
<b>Issue</b>	<b>Related Protocols/Guidelines</b>
1. Contacting Authorities, Parish Representatives	<p><b><u>In an Emergency situation:</u></b>            (e.g., medical emergency; assault, etc.)</p> <ul style="list-style-type: none"> <li>- Contact 911 (if no cell, use phone in kitchen)</li> <li>- Then contact Wardens, Rector, Chair, Sexton, Property Committee by calling down the Contact List posted in the kitchen, by the fire exit, over the secretary's desk</li> <li>- Call until you reach someone – i.e., don't just leave a message</li> <li>- That person will give instructions, follow up, come to the church or arrange for another St. J representative to attend, if necessary,</li> <li>- If there is a fire, the Fire Evacuation Plan, posted in the kitchen, is to be followed (Floor Plan will be posted as well)</li> </ul> <p>NOTE: The User/Renter is expected to know how many people in their group are on the Parish premises at all times</p> <p><b><u>In a Non-Emergency situation:</u></b>            (e.g., no heat, water leaking, etc.)</p> <ul style="list-style-type: none"> <li>- Call down the list (Wardens, Rector, Sexton, Property Committee Chair, etc.,) until you speak to someone. That person will give instructions, follow up, come to the church or arrange for another St. J representative to attend, if necessary.</li> </ul>

<b>Issue</b>	<b>Related Protocols/Guidelines</b>
<b>2. Basic Maintenance and Safety of Grounds, Building, Interior the Responsibility of the Parish</b>	<p>The Parish is responsible for and undertakes to provide for</p> <p>(1) maintenance of the church building, the property, and grounds, including clearing the parking lot, steps, entrances, walkways, etc., of snow, ice, and any other debris or hazard, ensuring adequate outside lighting, as well as</p> <p>(2) proper maintenance and upkeep of the interior of the church, in particular, heating and lighting, safety of equipment or furniture that may be used by External Individuals and/or Organizations.</p>
<b>3. User/ Renter's Responsibilities</b>	<p>Users/Renters are asked and expected to adhere to the protocols and guidelines for use of space and facilities:</p> <p>(1) No smoking is permitted in the church or on the grounds.</p> <p>(2) The church and grounds are scent-free areas.</p> <p>(3) No alcohol may be consumed in the church or on the grounds, except when the User/Renter has an appropriate liquor license.</p> <p>(4) All external doors to the church are to be kept locked at all times. Parish members who need to access the building will have a key/access to the key, so Users/Renters should not admit anyone to the building who is not part of their group.</p> <p>(5) Users/Renters are expected to</p>

	<ul style="list-style-type: none"> <li>- identify risks inherent and foreseeable in their activities and to take appropriate risk management measures to reduce, eliminate, prevent, etc., these risks</li> <li>- leave the church rooms, building, property, etc., as they found them.</li> <li>- if there is a small amount of garbage, it is to be sorted and left in the appropriate containers provided; in the case of a party or large gathering, the User/Renter must remove the garbage at the end of the event</li> <li>- leave thermostats and fans alone – if help is needed (e.g., to turn furnace on or adjust heat), call sexton</li> <li>– not mark, or place signs on, the walls</li> <li>- if writing on flipchart paper on the walls, to use three thicknesses (i.e., 3 pieces of paper – 1 to write on, 2 underneath it) and to use only sticky tack or masking tape; no tacks to attach the flipchart paper to the walls</li> <li>- take appropriate care of floors and walls</li> <li>- ensure that participants are respectful of the church worship space; children should be accompanied by a leader at all times when in this area</li> <li>- not use the organ, piano, or other equipment without prior permission</li> </ul> <p>(6) Use of kitchen facilities to be determined at time of booking</p> <p>(7) Organizations should bring their own supplies, can use our kettle, coffeemakers, dishes (those in the kitchen, not the good china).</p>
<p><b>4. Winter Weather and Use of Space</b></p>	<p>In the case of severe winter weather, the Parish may decide not to have the parking lot and entryways cleared until the weather has cleared. In that case, the Parish facilities will not be available to the User/Renter. The Parish will attempt to contact Users/Renters if this situation arises, and to reschedule use if possible. Likewise, Users/Renters are asked to contact the Parish in situations of severe winter weather, a) to let the Parish know if they have decided to cancel their event; or b) to check on the state of snow and ice removal, etc., at the Parish.</p> <p>In the winter, Users/ Renters are asked to do the following:</p> <ul style="list-style-type: none"> <li>- Use salt/sand at the door(s) as appropriate; to remove snow from the entryway or ramp if needed. *NOTE: Users/renters are expected to use common sense and caution here: If the ramp and entryways appear to be too dangerous to use, (e.g., because of ice build-up), <b><u>they should not be used</u></b>, and the Parish Secretary and/or Sexton should be contacted immediately.</li> <li>- Ask participants to bring indoor footwear and leave all boots at the door</li> </ul>