

Saint John Vianney Parish Check In/Out Form

As a facility user at Saint John Vianney it is your responsibility to make sure the room you use is left clean and the proper lock up procedure is followed. The following form needs to be filled out and the check list on the back needs to be completed.

Please drop this form in the mail box when leaving for the evening.

We appreciate your help in making sure everyone is safe.

Organization's Name: _____

Date: _____ Contact Person: _____

Contact Phone Number: _____

Facility: _____

Check In Time: _____ Check Out Time: _____

Official Facility Policy

Facility requests must be turned in one week in advance & you must receive a confirmation call or e-mail to guarantee use of the space. Parish Liturgical and Faith Formation events take priority over any other meeting or event. We do not accommodate personal parties. ***A check list must be filled out by any group using the parish office after hours. This check list should be picked up on the day of your event (or when you pick up the key) and turned into the office (or the mailbox after hours) immediately following your event. If your group fails to complete the check list or clean and lock up, or follow the guidelines properly more than once St. John Vianney has the right to no longer offer your group the use of the facilities.*** Keys should be picked up on the day of your scheduled event or meeting. (For Fri, Sat, and Sun events pick up they key Thursday evening before 8:30PM). Key must be turned in immediately following your event to the Parish Office (or mailbox after hours). *While using the Parish Office Center the front and back doors are to remain shut & locked at al times.*