



St. Jane Frances de Chantal
CHURCH

FACILITIES GUIDELINES

Welcome!

At St. Jane de Chantal Parish, we are dedicated to building a community of faith through sharing our resources. Our beautiful facilities have been created through many years and many generous acts of faith and hope.

We believe that people are the true mortar that binds our bricks and blocks together.

We are committed to keeping our facilities safe and clean for your use now and in the future.

Following are key guidelines we would like you to follow when sharing our spaces:

Before Your Event Begins

- If you have any questions or concerns regarding the space(s), please do not hesitate to contact our Plant Manager, Mr. John France (cell phone 240-994-2664) or the Parish Office (301-530-1550).
- Please make arrangements with the Parish Office or Mr. France for access to the space(s), including key loan.
- If you need to use kitchen/food preparation space(s), please make direct arrangements with the Parish Office at the contact information listed above. *We have important guidelines to follow for all kitchen and food preparation areas.*
- Please be aware that the entire upper courtyard areas near the school are considered as a fire lane by Montgomery County, and should not be used as a parking lot. *We also use this space for access for those with disabilities.*
- Please check the restrooms near your space upon arrival. If you spot a plumbing problem, please contact Mr. France immediately.

During Your Event

- Please supervise all angels during your event (*angels are hereby defined as all children legally eligible as tax deductions*). This includes close supervision for the hectic setup hours, the actual event hours, and the tired post-event hours. Generally speaking, please do your best to make sure that your angels do not suffer or cause harm, accident, injury, or annoyance.
- While we all may have different expectations for “close supervision”, we do have a specific request. *Please do not use the gardens in our central courtyard as active play areas. Please do stroll, sniff, pause, enjoy, and pray.* With the help of many hands, we are developing these peaceful gardens to honor the lives and love of special persons in the St. Jane de Chantal community: Mrs. Cahill, Sam Johnson, and our school principals. *We appreciate your understanding.*

After Your Event

- Please leave the space(s) you have used clean and tidy. For a standard of how clean and how tidy - picture how you would like to find the space(s) the next time you use them! Lined trash cans, brooms, and dustpans are available for your use. Mr. France will be pleased to coordinate their location for your event.
- Please remove all food items, materials, and remains of the day (or night). All trash should be bagged and placed in the dumpsters near the school soccer field (the south side of the school building).
- Please turn off all the lights when you leave.
- Please lock all exterior doors after 5:00 p.m. and return the keys promptly as previously arranged.
- Please check all restrooms near your space(s). Faucets off? Toilets clear? Paper stocked? Please don't hesitate to contact Mr. France with important plumbing or paper stock updates!
- Please leave the furniture and equipment in the same positions and locations as you found them. *Yes, that means if the chairs were up on tables in the De Chantal Room they should be returned to the tops of the tables before you turn out the lights.*

We wish you and your group every success for your event.

John France, Plant Manger

Cell Phone: 240-994-2664 E-mail: Facilities.Manager@stjanedechantal.org