



Welcome to St. John's in the Mountains, we are pleased to share our building, at no charge. Donations are accepted.

Please submit this to the office for use the building: office@stjohnsinthemountains.org

Date:

Time:

Purpose:

Estimate of how many people will attend:

Person making the request:

Name:

Contact information: Email:

Phone:

In order to make your use of the building easier there are a few things you should know

If the dishwasher is going to be used, please touch the on button on the left soon after you arrive as it takes approximately 20 minutes to heat. The use instructions are on the wall and the door of the dishwasher.

If the coffee brewer should be needed, the on/off switch is on the back left. Instructions for preparation are on a card in the drawer, along with filters.

The instructions for use of the lift are on the first floor and undercroft lift doors. The light switch is to the left of each door.

Please DO NOT adjust the thermostats. The radiant heat change is quite delayed.

Thank you for leaving the space as you found it. A charge of \$25.00 per hour will be assessed should that not be the case.

Trash and recycling should be emptied in the dumpsters at the end of the parking lot. The key for the dumpster is hanging on the right wall of the storage closet next to the undercroft entrance.

The vacuum is in the same storage closet.

The use of the AV system must be coordinated with Clergy and AV technician.

Wedding and funeral charges must be discussed with Clergy.

Please note where the two exits are from each floor should there be a need for a rapid exit.

Before leaving please be sure the lights are out, the downstairs hall door is locked, the dishwasher, oven, and Stove vent are off.

For your planning: 40 dinner plates, salad plates, 20 mugs, Various sizes of glasses, 6- 6ft oblong tables, one round table (seats 12), and 30 folding chairs are available in the community room.

Should the exterior lights need to be on later than 10:00 p.m. special arrangements will need to be made.

There is no public phone available during non-office hours. Cell phones are recommended. WiFi is available- The network name is stjohns1, and the password is stjohns1 (no capitals).

Contact: Sandra Duncan 802 253 6043

Barbara Baraw 802 793 5076

Office 802 253 7578