

CHECK OFF SHEET FOR CHURCH GATHERINGS

- ☐ When using the Church for your function, please check with the office regarding any special liturgical themes we may have in place in the form of decorations etc. Any decorations that are up must remain in place. Some examples of this would be Lenten or Advent themes, Easter, Pentecost, May celebrations.
- ☐ Remove any paperwork you may have handed out for your program from ALL pews and from the Church in general.
- ☐ Check and make sure that the water is turned off as well as the lights in both the bathrooms, sacristy and vestibules. Tidy up if there is any mess left behind.
- ☐ Turn off **All** lights and close/lock **All** windows.
- ☐ Close and lock the doors to the Sacristy (both sides of the altar),
- ☐ Check the outside doors in the Sacristy and make sure that they are both locked.
- ☐ Check **ALL** the other doors (Warner Street entrance, Cry Room, back of church) vestibule doors (by the bathrooms) and front doors. (2 sets). Remember to “dog down” the doors in the vestibule as doors are not really locked if the metal locks aren’t locked into the door frame of these doors. There are two on each set, top of the door as well as the bottom.
- ☐ **ALL** doors have been locked following the event.

PLEASE RETURN KEY AND SIGNED FORM TO THE RECTORY MAIL SLOT FOLLOWING YOUR EVENT.

**DUPLICATING THE KEY IS NOT PERMITTED
THANK YOU**

Signature person responsible for facility _____

Phone Number _____ **E:Mail** _____

Office Use Only: _____ **Security Team has no concerns:** _____

Concerns of Security Team following meeting: _____

Connected with Leadership to advise of concerns: _____

1st Contact

2nd Contact

Letter from Fr. Tuan