



Request for St. Mark Lutheran Church Use Phase 2 in COVID Preparedness Plan

St. Mark's priority continues to be the health and safety of all members of our community. However, we also recognize that our facility supports the missions of our congregation and our community. Consistent with Minnesota orders and public health advice, this form will enable church leadership to identify who might be permitted back to use the facility, starting first with groups who support essential church and social justice missions for our congregation and community.

For everyone's safety, the church's intent is to slowly and gradually invite groups back. Facility use will be a first come first serve basis. Multiple meetings can happen in one day, but will need to be staggered in order to have separate arrival and departure times. To facilitate approval for use of St. Mark, please complete the following form and return to the office manager, Jenny.

Group Name:

Group Size (10 or less per room):

Date and Time for Gathering(s) – *We will be reevaluating each month, and will require you to fill this form out each month.*

Desired room locations: (Available rooms include: fellowship hall, youth room, library, Sunday school rooms A or B)

Contact Information of Leader (name, email, phone):

Please read through reverse side and sign



- While using the St. Mark building or property, we ask that all groups abide by social distancing guidelines; including: staying 6-feet+ apart with people not in your household and wearing masks.
- Groups **must** schedule their meetings at least 24 hours in advance with the Office Manager and receive approval. Meetings will be based on a first come first serve basis. We ask that you be open to moving your meeting to another time or even another day.
- Groups will be **required** to submit the paperwork that provides St. Mark with the group members full names (first and last) with contact information (phone and/or email) before leaving the building (paperwork can be dropped off in the box by the front door). This will allow us to do contact tracing if someone tests positive for COVID-19.
- Groups will be **required** to complete the cleaning protocols before and after your meeting. There will be instructions and products provided in each room.
- If you are in need of using the kitchen to prepare food/drink, it will need to be added to your form and approved by the office. Otherwise, the kitchen will be off limits.
- Bathrooms will be available for use and will be cleaned on a regular basis.

Signature of Leader: _____ Date: _____

Please make sure to fill out this form completely, and return to office@stmarkcp.org

Revised 3/1/2021

<p>For Office Use Only</p> <p>Received date: _____</p> <p>Approved date and time of meeting:</p> <p>_____</p>
