

Valet Parking Instructions

- Place valet parking signs outside in designated area. Place the first sign as close to Shattuck Middle School driveway as possible. The second sign is placed 3 car lengths toward Reed Street from the first. See below.



- When a request for valet parking is made, park vehicle in one of three spaces and **return the keys to the owner.**
- Continue for up to two additional vehicles.
- After Mass, obtain the keys from the owner, and retrieve the vehicle.
- After 5:00 Saturday evening Mass and 9:30 Sunday morning Mass, bring the signs in and return to the ushers' room. They can stay in place between the 7:30 and 9:30 Sunday morning Masses.
- *If you are unable to park the vehicles, please as a Knight of Columbus if they would assist. The Knights are being asked to let you know who they are when they arrive.*

If there are any questions, please see Margie Weiss or contact Chuck Rohr at 920-540-4486 (phone or text). Please note that Chuck will not be available from December 5, 2015 through January 3, 2016.