

**St. Mary Catholic Faith Community  
Regulations for Using St. Mary Facilities  
July 2017- June 2018**

**The gospels speak of Stewardship. It is in that spirit that the parish makes available its facilities. Please be good stewards and return the facilities you are using in as good of condition, or better, than how you received them. Through this practice we will be able to provide consistent access.**

- Clean up all food, litter, etc. and dispose in the proper receptacles (including the dumpsters located outside the Community Center).
- If you have any food remaining, take it with you. If you must leave something, please put it in the designated cooler. It must be clearly labeled with your group's name, person in charge with phone number as well as date. Any food unlabeled or in the cooler for more than 5 days will be discarded.
- Make sure all appliances are cleaned and turned off.
- Make sure all items used are returned to their proper place.
- Return all chairs and tables (and any other items that were moved) to their original position.
- Vacuum/sweep floors as needed.
- Check all lavatories to make sure they are clean and the lights are turned off.
- Turn off all lights. NOTE: some hallway lights stay on all night.
- Close and lock ALL windows.
- Lock ALL doors when you leave.

For **Kitchen/Cafeteria** use, please see the Director of Administrative Services to obtain a key to the kitchen and the cooler/freezer if needed. Also, please understand that a number of our students suffer from severe food allergies so sanitation is a MUST. Therefore, when using Kitchen/Cafeteria, all of the above apply in addition to:

- Assign one individual from the organization to be responsible for keys and pre/post event inspection.
- Clean and put away dishes.
- Clean floors and countertops with bleach water or approved sanitizer (cleaning products are under the dishwasher counter; mop and bucket in closet next to men's room).
- Clean and sanitize tables with approved sanitizer.
- Do not use products belonging to other organizations without first obtaining approval.

We understand that accidents do happen. If something breaks, call the Parish Office at 414-425-2174 to report the incident. This will help us maintain our facilities. If you have a problem during an evening or weekend event that requires immediate attention, please call maintenance at 414-218-6518.

**NO ALCOHOL IS ALLOWED ON THE PREMISE WITHOUT PRIOR APPROVAL BY THE DIRECTOR OF ADMINISTRATIVE SERVICES.**

**CHILDREN ARE NOT TO BE IN THE BUILDING OR ON THE PLAYGROUND WITHOUT ADULT SUPERVISION. AN ADULT MUST BE WITH THE CHILD/CHILDREN AT ALL TIMES.**

*I have read and agree to abide by the Regulations for Using St. Mary Facilities. I understand that there are specific guidelines/policies for use of the Community Center, Cafeteria, Kitchen and Gathering Space. Failure to comply with these regulations will result in termination of the use of the facilities.*

**Please sign and return one copy to the Parish Office**

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_