

REGULATIONS FOR USING ST. MARY'S FACILITIES

- Clean up all food, litter, etc. and dispose in the proper receptacles (ideally in the dumpsters outside of the Community Center).
- If you have any food left, take it with you. Since our cooler has limited space, please do NOT leave anything in the cooler. If you have to leave something in the cooler for future use by your group the next day, label it clearly with your group's name and person in charge and the date.
- Make sure all appliances are turned off and cleaned.
- Make sure all items you 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.

We understand that accidents do happen. If something breaks, call Christy Schmid at the Parish Office (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 Tom Kelm at 414-218-6518.

I have read and agree to abide by the Regulations for Use of St. Mary's Facilities. I understand that there are specific guidelines/policies for use of the Community Center and the 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 _____

Committee/Organization _____

Date _____

NOTE: 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.