

ST MARY FACILITY USE CHECKLIST

PLEASE CHECK OFF EACH AREA AS COMPLETED, SIGN, DATE AND RETURN TO THE PARISH OFFICE ALONG WITH THE KEY IN THE ENCLOSED ENVELOPE FOR YOUR EVENT THE SAME EVENING.

BEITEL COMMONS (SCHOOL)

- When using the commons area for arts and crafts, please cover all tables with paper. This includes the use of glue, markers, and any other craft items.
- The floor is to be swept and all sticky areas need to be mopped if necessary after each use.
- All trash needs to be taken outside and disposed of in the actual garbage dumpster that is located inside the fenced in area.
- All tables in the commons area need to be wiped down with the spray and rags provided. This insures that the tables will be clean for the students when they come to school the following morning.
- Following your event, the commons area needs to be returned to the configuration that is provided on the wall in the storage room.

All cleaning supplies and equipment (i.e. mop, broom, bucket, rags) are located in the storage room.

ST MARY SCHOOL KITCHEN

- When planning to use the school kitchen, a Facility Policy & Kitchen Use request form must be submitted to the parish office prior to your event. A Facility Use Checklist will need to be completed after use of the facility. The **kitchen checklist** is to be left on a kitchen table in the school kitchen following your event. Return the **facility checklist** and key (if applicable) in an envelope.

Thank you for leaving the area clean for all St. Mary School, PSR and our many St. Mary Parish Organizations!

TEACHER'S LOUNGE

- When using the Teacher's Lounge, please be sure to wipe off tables, return chairs to their proper place, turn off all lights and lock the door behind you. Please be certain the room is left clean, just as you found it. Thank you.

KAVANAGH HALL, 15 S Union St.

USE OF ANY ROOMS IN KAVANAGH HALL:

- When using Kavanagh Hall, please make sure all the floors are mopped and clean and all things are put back in order. Each room is to be left as it was found. EXTRA chairs, tables that are needed for your event, must be cleaned, taken down and stored following your event.
- EMPTY ALL TRASH CANS:** Locations include kitchen, 2 bathrooms, replace liners and discard trash. Large blue trash can is located outside Kavanagh Hall (near the driveway to the south of the building).

TURN OFF ALL LIGHTS, LOCK ALL DOORS AND RETURN ALL SIGNED-OUT KEYS AND FORMS TO THE PARISH OFFICE IMMEDIATELY FOLLOWING YOUR EVENT. Should it be after hours, please drop the keys through the mail slot in the parish office door.

CLEANING PRODUCTS: broom, sweeper and all cleaning products are located in the kitchen cabinet storage closet. (DOOR IS MARKED)

KITCHEN

Do **NOT** leave any food in refrigerator. Clean Stove, (including burner insets), all counters, sink (please remember there is NO GARBAGE DISPOSAL), coffee pots, dishes, etc.

DINING ROOM AND/OR LARGE ROOM:

Wipe off table (s) and replace chairs at dining room table. (If marks are on table, please use the 'Pledge polish' found in the kitchen storage cabinet.) Thank you!

23 S UNION FACILITY

When using **23 S UNION FACILITY (FORMATION OFFICES)**, please make sure all the floors are mopped and clean and all things are put back in order. Each room is to be left as it was found. EXTRA chairs, tables that are needed for your event, must be cleaned, taken down and stored following your event.

EMPTY ALL TRASH CANS: Locations include kitchen, bathroom, replace liners and discard trash. Large blue trash can is located outside 23'S FACILITY (near the driveway to the NORTH of the building).

TURN OFF ALL LIGHTS, LOCK ALL DOORS AND RETURN ALL SIGNED-OUT KEYS AND FORMS TO THE PARISH OFFICE IMMEDIATELY FOLLOWING YOUR EVENT. Should it be after hours, please drop the keys through the mail slot in the parish office door.

CLEANING PRODUCTS: broom, sweeper and all cleaning products are located just inside the rear entrance door immediately on your right.

KITCHEN

Do **NOT** leave any food in refrigerator. Clean Stove, (including burner insets), all counters, sink, coffee pots, dishes, etc.

DINING ROOM:

Wipe off table (s) and replace chairs at meeting room table. (If marks are on table, please use the 'Pledge polish' found in the storage cabinet.) Thank you!

ANY QUESTIONS MAY BE DIRECTED TO the Facility Coordinator at St. Mary Parish Office, 740-363-4641.

Please complete the checklist, sign and return to the parish office along with the key in the envelope provided. Please remember there is a mail slot in the parish office door for our convenience.

Today's date: _____
FACILITY USED: _____
NAME: _____
(PLEASE PRINT)
NAME OF ORGANIZATION: _____