

SAINT MICHAEL'S PARISH

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COMMUNITY HOUSE GUIDELINES

- I. TRASH, WASTE BASKETS AND GENERAL CLEAN UP
 - a. Bathroom waste baskets are for paper only. No beverage cups.
 - b. All liquids should be poured in the sink, not into the trash cans.
 - c. All spilled food and beverages should be cleaned up.
 - d. Leftovers should be removed.
 - e. Wipe down counters.
 - f. All kitchen utensils should be washed, dried and put away.
 - g. All groups need to put away fliers, hand outs, arts and craft activities, etc... These items will be stored in the far closet. Kitchen items should be stored in the cupboard above the microwave.
- II. PARKING
 - a. Parking is limited to spaces that are marked. Please do not park in the driveway or in the front of doors. These spaces must be left open for emergency vehicles.
- III. SMOKING AND ALCOHOL
 - a. All the facilities are non-smoking areas. Smoking is permitted outside.
 - b. Persons who smoke are asked to keep the area clean. Please do not throw cigarette butts on the ground or in the drain in the handicap ramp entrance.
 - c. Absolutely no alcohol is allowed on the premises without prior approval.
- IV. HEAT, LIGHTING AND SECURITY
 - a. Prior to leaving the building, please turn off all lights, including those in the bathrooms.
 - b. Please do not adjust the thermostats. They are preset. If you have a problem with the temperature in the room, please contact the parish office.
 - c. Be sure the stove is turned off. All doors leading outside should be checked to see that they are securely closed.
- V. CHAIRS & TABLES
 - a. All chairs and tables should be put back as they were found. Tables are stored in the alcove between the handicap bathroom and the men's room. Chairs should be placed standing (in the same direction) in the closet.