

**SAINT MEL PARISH
2010-2011
FACILITY USAGE AGREEMENT**

You are welcome to use and enjoy Saint Mel Parish facilities. We are a very busy parish and our facilities are used frequently. In order to serve you better, please fill out a request form in advance for setups, supplies, etc. We ask that you leave the room neat and orderly. (If the room was not in a neat and orderly condition when you found it, please let the office know.)

PLEASE CLEAN UP! Cleaning supplies are located in the kitchen.

Food can be stored in the refrigerator for up to 24 hours prior to an event. All items should be labeled with your name. Please remove all food and other items at the end of your event.

Scrape into the trash can and rinse all dishes before loading in dishwasher.

Wash and dry all dishes and return to their original location.

Wipe tables, countertops and chairs, clean any spills, grease, stains and crumbs.

Run garbage disposal.

Clean any spills from carpet/floor. Sweep floor if needed. (Broom and dustpan are available.)

Empty coffee pots, dispose of coffee grounds, and rinse out coffee pots.

Pick up any used paper napkins, cups and other trash and dispose of in trashcan. Take trash to outdoor trashcan or dumpster and place a clean bag in trashcan.

Please turn off lights and air-conditioner/heater when leaving.

Shades must be left in raised position. (Activity Center)

Use care when decorating. **NO TAPE, ADHESIVES, STAPLES OR NAILS ARE ALLOWED.**

Priest parking is for priests only.

Do not remove furniture from rooms without advance permission.

Fabric tablecloths and napkins are available upon request. Please note that there is a cleaning fee for their use. Call Joy at ext. 1017.

If you need instruction in the use of kitchen or other equipment, please contact Joy.

Please notify the office of anything you may notice in need of repair – chairs, lights, air-conditioner/heater unit, etc. or if we are in need of supplies.

Requests for services of maintenance staff are to be made through Joy in advance.

All minors under the age of eighteen must be properly supervised at all times.

I acknowledge that if I fail to comply with the above, I could be refused use of St. Mel facilities.

Name	Ministry/Event	Date
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