



Rules for Usage of St. Mary's Facilities

Closing Time

The Catholic Center closes at 11:00 PM (10:00 PM during the summer months). No exceptions!

Decorating

You are welcome to decorate the center for your activities.

- Please do not affix decorations to wall surfaces or windows.
- No tape is allowed.
- All decorations must be self-standing, self-maintained or on the tables.

Furniture Usage

Tables are not to be used for sitting on. Do not slide tables and chairs across the floor. There will be an additional charge if floors need re-waxing and/or buffing after use.

Activity Center Kitchen

- All silverware, utensils and appliances shall be cleaned and returned to their respective proper places (do not leave them in the dishwasher or on the sink or counter).
- Only dry trash should be placed in the plastic trash containers. Trash should be deposited in the dumpster and new liner bags placed in trash cans by the end of the event.
- All perishables must be removed from the kitchen and staples should only be left in closed containers.
- Wet towels and cloths should be spread out to dry on the drying rack in the back corner of the kitchen.
- All kitchen appliances except the coolers and freezers should be turned off.

Clean Up

- All trash should be secured in plastic trash bags and placed in our dumpster.
- Extra plastic bags are in the bottom of each of our indoor plastic trash cans or in the maintenance closet in the kitchen.
- Trash on the outside must be picked up, bagged, and placed in our dumpster.
- Kitchen must be cleaned and left in its original condition.
- Restrooms must be left clean and free of trash. (The custodian will empty the restroom trash cans.)
- St. Mary's is not responsible for items left after your event. Please check the building as you leave.

Children

All children must always be supervised by an adult. For safety, NO children are allowed in the kitchen at any time.

Your Responsibilities

The booking party is responsible for any damages that occur during the event. Damages will be assessed and charged to you or your organization. You will be liable and responsible for any additional damage charges. You will be notified of any damages.