

School Use Guidelines
Cafeteria Kitchen

- All items in refrigerators are reserved for those who purchased them.
- Limited paper products are available; this must be arranged through the rectory office, prior to the event.
- Dispose of all leftovers. Do not leave any items in the refrigerators.
- Any utensils, pots, pans must be washed and returned to their storage area.
- All coffee pots or thermos must be emptied and cleaned and left to air dry.
- Cooking of any item that produces grease or involves the use of cooking with oil is prohibited; due to the absence of a suppression exhaust system
- Stove, oven and other appliances must be turned off.
- The slicer is not to be moved.
- Sinks, counters range top etc. must be wiped down. (Plastic buckets, bleach , and cleaning products are located under the counter to the right of the sink, under the window.)
- The floor should be swept and a damp mop used to clean any spots. (Broom and mops located in closet next to boy's bathroom.)
- All trash must be taken out to the dumpsters located in the school parking lot. And new garbage bags placed in the containers.
- All lights must be turned off, including those in restrooms.
- Locked areas and doors must be locked.
- Limited alcohol usage may be permitted for some events, but special permission is required.
- Recycling is encouraged.

I acknowledge that I have read and will comply with the above guidelines:

_____ Date: _____

School Use Guidelines Gymnasium

- The gym and the gym corridor should be left in the same condition as it is found. All tables and chairs need to be returned to their proper location.
- All students are to be in the gym or gym corridor under adult supervision. They should not be in the lobby or on the staircase.
- The front door should be “manned” by an adult who supervises admission into the school. The door should never be held open by an object such as a plant or chair or left ajar.
- The plants in the corridor should not be moved. The doors to the far right and far left are entrances to the gymnasium.
- Plastic bottles are to be disposed of in the recycling bin.
- The bathrooms are to be checked before leaving the school and all lights are to be turned off.
- Air condition unit and public address system are to be turned off.
- Gates to school should remain closed and locked at all times.

Bingo Kitchen

- You are to supply your own paper goods. The supplies in the kitchen have been purchased by different groups or the school itself.
- Any utensils, pots, pans etc. must be washed and returned to their storage areas. Nothing should be left to “air dry”.
- The floor should be swept and a damp mop used to clean any spots.
- Trash and recycling must be taken out to the dumpster located in the school parking lot. New garbage bags should be placed in the containers.
- All doors must be locked and lights turned off.

**PLEASE REMEMBER THAT CHILDREN ARE IN THE SCHOOL DAILY
SO PLEASE MAKE EVERY EFFORT TO KEEP THE BUILDING IN GOOD CONDITION.**

I acknowledge that I have read and will comply with the above guidelines:

_____ Date: _____