

GUIDELINES FOR USE OF THE COMMUNITY CENTRE

It is important that the Community Centre is maintained and well presented at all times. Please note the following guidelines:

- All bookings are to go through the Parish Office. Depending on the event being held, this may require approval. Please inform the office the reason for the booking.
- Keys are to be collected from the Parish Office prior to the event.
- No smoking
- No drinking without prior permission.
- Nothing is to be put on the walls or hung in the community centre without prior approval. No tape or stickers on floors or walls.
- Where possible there are to be no drinks on the carpet area.
- Keep chairs away from the walls.
- All games (except board games) are to be played outside. No rough play as this can damage the walls.
- All chairs and tables are to be returned to the correct place.
- All lights and fans are to be turned off. Doors and windows locked correctly and the building alarmed.
- All DVD'S and CD'S to be put away or taken with you. Please do not leave these near the TV or on the table.
- The kitchen is to be kept clean and tidy. Bin is to be emptied and new liner placed in the bin after use. All food and milk etc to be taken and not left in the fridge or the cupboards. If the tea towels need washing please take them home and return them asap. Parish office is to be notified if this has occurred when the keys are returned.
- All floors to be left clean (vacuum cleaner, mop etc are in the storage room). **Do not use a wet mop on the timber floor as this can damage the floor. Any spillage on the timber floor area is to be cleaned up straight away.**
- Toilets are to be kept clean. Parish office is to be notified if toilet supplies are running low.
- There are extra stocks of Tea / Coffee, Sugar etc in the pantry shelf. If you see these are running low please let the office know or if possible restock what is needed and you can be reimbursed by taking your receipt to the office.
- Please do not use sugar unless in the sachets, this is for hygiene purposes.
- Storage rooms are to be kept tidy.
- The Community Centre is to be left uncluttered. Do not leave anything behind.
- Report any damage to the Parish office immediately (the next working day).

It is important that we take pride in our Parish and the buildings. Leave them clean for the Community to use. Thank you for your understanding and cooperation in this matter.

If you have any questions please contact the Parish office 3285 6759.

Thank you for your Cooperation. *Fr Peter and Sr Zita*

Cleaning Check List for Community Centre

*Please tick and return to the office with the key
Or leave the form on the bench in the kitchen to be collected.*

- Vacuum and mop carpet and kitchen floors.
The mop, bucket, broom, vacuum cleaner etc are kept in the storage room (double doors) on the left side of the front doors.
- Sweep and lightly mop timber floor.
Please use a slightly damp mop. Too much water may damage the floor.
- Clean toilets including emptying bins.
- Take all left over food, milk etc with you.
- Wash and dry all cups, spoons etc and put away.
Do not leave anything on the bench for others to cleanup.
- Make sure all chairs tables etc are put away neatly.
- Stack all chairs and tables away. *Nothing is to be left out.*
- Restock tea, coffee and sugar.
Cups are in the cupboard and tea coffee etc are in the cupboard to the left of the sink.
- Deck area is clean and tidy.
- Building is alarmed and secured.

Please Note: It is important that the Community centre and toilets are left clean and tidy for everyone to use. It may be necessary ask you back if things are not left tidy and clean. Nothing is to be hung on the wall or stickers, tape etc on the floors at any time.

Please contact the Parish office if you have any questions or if the products need to be restocked.

I / we have checked and cleaned the Community Centre, toilets and deck.

Name: _____ **Date:** _____