

GUIDELINES FOR USE OF ST. MARGARET'S FACILITIES

- Contact the facility coordinator (**Parish Office 856-3757**) as soon as possible before event to check availability and to arrange use of facilities.
- In case of conflict, first person to have contacted coordinator will have their choice of times and places of facilities.
- **Unplanned St. Margaret Church** activities, such as funeral dinners, **do have priority** over other events, however we will do everything in our power to try to schedule such events not to conflict with an already planned event if possible.
- Keys (**\$50.00 refundable deposit due at check out**) may be checked out of the Parish office during office hours the same day of the event or the last working day before the event. Keys must be returned the next working day.
- Kitchen/Gym rental fee \$65.00 per hour not to exceed total \$520.00.
- It is the responsibility of the user to make sure the lights are turned out, vents are close, and doors are locked. Please check **ALL** doors before leaving.
- The kitchen must be cleaned as well or better than before occupation. If you are hiring a caterer, it is your responsibility to make sure they clean or do it yourself. You are responsible for cleaning up your own garbage. This means taking it to the trash bins in the alley, making sure not to put trash in the blue yard waste dumpster. Also, you are in charge of putting tables and chairs away (unless you have paid the optional janitorial fees). When setting up tables and putting them away, please make sure you have sufficient help to pick up tables, as dragging them on the gym floor can result in damage of the floor. Please return tables and chairs to their proper place in the storage room. Only the 8 foot rectangular tables are for use with the rental of the gym. If you want to use the round tables, they must be reserved and rented from the Knights of Columbus.
- A mandatory janitorial fee of \$125.00 will be charged unless the facility coordinator determines the circumstances warrant only a light cleaning by the facility user. The janitorial fee is to clean the gym floor and the gym bathrooms (not the kitchen). Damage to the facility, excessive janitorial time spent cleaning or other disrespectful behavior can result in privileges being revoked and/or the “refundable damage deposit” not being refunded.
- **No groups under the age of 18** will use the facilities **without a responsible adult**.

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- If **alcohol** is served, it **must be served by a licensed caterer** and the caterer's contact information must be listed on the signed contract.
- St. Margaret's is a tobacco free facility. If your guests are smoking outside the facility, please arrange for proper cigarette butt disposal.
- Please do not use any tape on the gym floor other than tape that is specifically marked as "gym floor tape". **NO DUCT TAPE!** If tape is used on the walls to hang decorations, please make sure it is removed during clean up, and again no duct tape.
- Do not prop gym doors open as it will cause heaters to run.
- On school days, set-up for an event cannot start before 3pm unless cleared with St. Margaret's School Principal.
- Please do not serve drinks with red/orange coloring such as red/orange Kool-Aid or red/orange punch, as they stain the gym floor when spilled.
- As the contact person, it is your responsibility to police your event. Please make sure all event participants remain in the designated area that you have reserved (for example: if you have reserved the gym/kitchen, participants shouldn't be in the halls or rooms of the school). Because the back-kitchen door must remain open due to fire code this has been a problem in the past.
- The curfew for use of St. Margaret's facilities is midnight. With the exception of clean up, your event must be over as a courtesy to our neighbors.
- Please **DO NOT** pour left-over ice from an event down the kitchen sink as it has in the past frozen the line and caused water damage.

EMERGENCY CONTACT:

1. Mike Greff, K of C-(307-851-2634 cell)
2. Rico Lopez, K of C-(307-851-5040 cell)
3. Jo Laux, Principal St. Margaret's School-(307-370-0835)
4. Maria Corbett, Secretary, St. Margaret's School-(307-709-2509)
5. Pedro, Janitor, St. Margaret's School-(307-840-1878)