

St. Ann Ministry Room/Equipment Use Responsibilities

Ministry Room Use Responsibilities In a continuing effort to help keep St. Ann Facilities clean the below is the St. Ann Ministry Room Usage Policies, this memo details procedures and a checklist to help make sure all are doing their part in this effort!

Note: Please remember when you and your group reserve a room, you and your group are taking responsibility for that room and everything in it. Things need to be left in as good or better shape than you found it. If you move the tables and chairs in the room please make sure you place them back. Setups will be done by maintenance, when possible. In most cases you will be responsible for putting tables away and stacking chairs. If you are requesting a room on the weekend, you are responsible for your set up and tear down.

- Please No tape or extra nails are allowed in/on the wall
- Please make sure all trash is picked up from the tables, floors, etc...
- Please make sure all electronic equipment is turned off (this helps make sure that the batteries have a longer life especially the microphones)
- Place all electronic equipment such as microphones & remotes back in the designated blue bags if you use the rooms with A/V [323, 330-331] *(Please make sure to turn off mics before placing them in the bag! It will drain the battery)*
 - *Please Clean Up any trash, food or beverages [Remove your trash to the trash bins/dumpster]*
- *If any dishes/utensils were used from the kitchen, wash, dry, and put them away. Please if you use the kitchen help keep them clean so that each ministry has them ready to use for their events. [If you notice the kitchen not clean please let me know!]*
- *Please straighten chairs*
- *All ministries should be aware of ALL cleaning responsibilities (i.e., sweeping, mopping, etc) If you do not know where the cleaning supplies are kept please let us know so that we may direct you.*
- *Please make sure doors are locked and/or shut behind you*
- *Please make sure you turn off all lights before leaving the room*

Also, please help us at St. Ann know if....

- *equipment has not been turned off*
- *if equipment has not been returned to designated places*
- *if something is missing*
- *if equipment is not working*
- *or if a room has not been left cleaned*

By keeping us informed we will be able to fix and make sure that all rooms are in full working order for all ministries. Thank you for your time and for your cooperation!!