

## **St. Bernard Catholic Church**

### **Mary Nieland Center Rental Rules**

- 1. No smoking in the parish center.**
- 2. If you put up any signs on the doors, please make sure they are removed before you leave.**
- 3. Bring your own dishcloths and towels.**
- 4. Wipe and dry all tables and chairs.**
- 5. Put chairs on top of tables.**
- 6. Empty all garbage cans and take bags to dumpster behind parish center. Place new bags in the cans.**
- 7. Wipe off counters and stove in kitchen.**
- 8. Unplug the coffeemaker if it was used.**
- 9. Vacuum all carpet. Vacuum is located in closet in cafeteria.**
- 10. Make sure to return the temperature to 68° before you leave (for heat) or 75° (for air conditioning).**
- 11. Make sure all doors are locked and all lights are off before you leave.**
- 12. Return the key.**