

## **GUIDELINES FOR USE OF SOCIAL CENTER - - rev. 11/19/08.**

Thank you for the work you do. In fairness to all users of the Social Center, please observe the following guidelines.

### **FIRE REGULATIONS**

- Any decorations MUST be nonflammable.
- Exits must never be blocked.
- Proper electrical wiring, cords, etc. must be used.
- Candles are not permitted.

### **CLEAN-UP**

- Unconsumed food and beverages cannot be left in trash containers. If food and/or liquids have been put in the trash barrels, the bags should be removed, tied, and placed in the alleyway outside the cafeteria. Liquids should be consumed or removed before discarding containers in trash.
- Each using organization is responsible for cleaning up after their event, either by members, or by someone hired by the using organization (contact Paul Hopkins 781 395-4314).

### **DECORATIONS**

- Decorations are NEVER to be attached to wiring.
- If mirrored ball is used no decorations are allowed, either attached, or placed near to it.
- There are to be NO unauthorized attachments to the outside of the building.
- Pre-existing signs are not to be covered.

### **GYM/FOYER**

- Tables & chairs in the foyer are to be left exactly as they were when you entered. A diagram of the normal set-up is posted on the foyer bulletin board and is to be used as a guide unless the foyer is set up for a special function.
- Programs are never to interfere with masses.
- Ball playing is limited to the gym ONLY; no ballplaying is allowed in foyer or halls!
- NO food or drinks are permitted in gym... except that players may have water.
- The stage is "off-limits" !

### **CAFETERIA**

- Return all tables and chairs to their proper location. (See diagram on kitchen door window).
- Clean and dry all tables that were used. Cafeteria must be left ready for students lunch period.
- Lock all doors to kitchen, cafeteria, school area, and stage.
- Lock exit doors on Convent and High Street sides.
- No ballplaying... no running... is permitted in cafeteria.

### **KITCHEN**

- Sweep floor.
- Clean stove and oven if used.
- No left-overs are to remain in the refrigerator.
- Wipe down all counters and tables.
- Clean & dry coffee pots and put in their proper place.
- Shut off all lights and electrical components (fans & stove).
- Lock all doors and Cafeteria entrances.

Please inform person in charge of any even of the above guidelines.

Thank you for your cooperation.