



# ST. MARY PARISH



POLICIES AND PROCEDURES  
SISTERS OF MERCY BUILDING  
(Updated 1/1/16)

1. SIGN OUT KEYS IN THE CHURCH OFFICE BY 3:30PM THE FRIDAY BEFORE YOUR FUNCTION.
2. PLEASE REFRAIN FROM TACKS, TAPE, ETC. UNLESS OTHERWISE APPROVED.
3. FURNITURE SHOULD NOT BE MOVED UNLESS OTHERWISE APPROVED.
4. PICTURES HANGING ON THE WALLS SHOULD UNDER NO CIRCUMSTANCES BE MOVED.
5. LEAVE THE BUILDING CLEAN AND IN THE ORDER IN WHICH YOU FOUND IT. THERE IS A CLEANING SUPPLY CLOSET NEXT TO THE ELEVATOR CONTAINING BROOM, MOP, ETC.
6. BAG ALL TRASH AND REMOVE IT FROM THE BUILDING. THERE IS A DUMPSTER BEHIND THE SCHOOL BUILDING.
7. BE SURE THE BUILDING IS LOCKED UPON DEPARTURE.
8. RETURN KEYS PROMPTLY (PUSH THROUGH THE LETTER SLOT IN THE DOOR ON THE PROVIDENCE ST. SIDE OF SISTERS OF MERCY BUILDING.
9. IN THE CASE OF AN EMERGENCY, PLEASE CALL 911.
10. IF YOU SHOULD HAVE A NON-EMERGENCY ISSUE (PLUMBING, AC/HEAT, ETC.) WHILE IN THE BUILDING, PLEASE CALL 251-623-9865.

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Signature

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Date

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Office Staff Signature