

Guardian Angels Parish is pleased to provide reserved facilities/rooms for events as space is available. It would be appreciated if you would return the space to an acceptable condition following your event as a courtesy to those who may use the room after you. Please refer to the following checklist:

## **St. Francis Hall**

- Clean kitchen and bathrooms
- Empty trash
- Wipe up spills
- Pick up trash on floors
- Vacuum carpet
- Move tables back
- Make sure water faucets are off
- Make sure coffee maker is turned off
- Turn off lights
- Make sure doors are locked when leaving

## **Maintenance Questions:**

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