

# **Parish Hall**

# **Setup**

**and**

# **Cleanup**

**St. James' Parish, 5757 Solomons Island Rd, Lothian, MD 20711**

**410-867-2838**

# Contents

1	Steel Rolling Shutters
2	Floors
3	Chairs
4	Trash
5	Hanging Things
6	Smoking
7	Lights
8	Tables
9	Balloons
10	Restrooms
11	Doors
12	Left Over Food and Drink
13	Parking
14	Confetti
15	Folding Screen

# Steel Rolling Shutters

- 1- The two (2) small window openings can be manually raised up and lowered down by hand.
- 2- The large central opening is operated by a switch to the left of the opening (under the electric circuit breaker box) – see picture



# FLOORS

Do NOT put any type of tape (masking, scotch, blue, etc. ) on the floor !!!!!!!

+++++ CLEAN UP +++++

1. Cleaning supplies are in the closet, door # 9



2. Sweep the floors clean. Best to use the large dust mop.



- Do NOT sweep over wet or “gushy” food on the floor. Use a broom for that.
- Before leaving, shake the dust mop off outside.

3. Use the broom and dust pan to clean up food on the floor or piles of dirt.



4. Mop up any spills of food or drink on the floor.



- a. Water for the bucket is here
- b. Rinse out and squeeze out the mop when done.
- c. Hang the mop up when finished

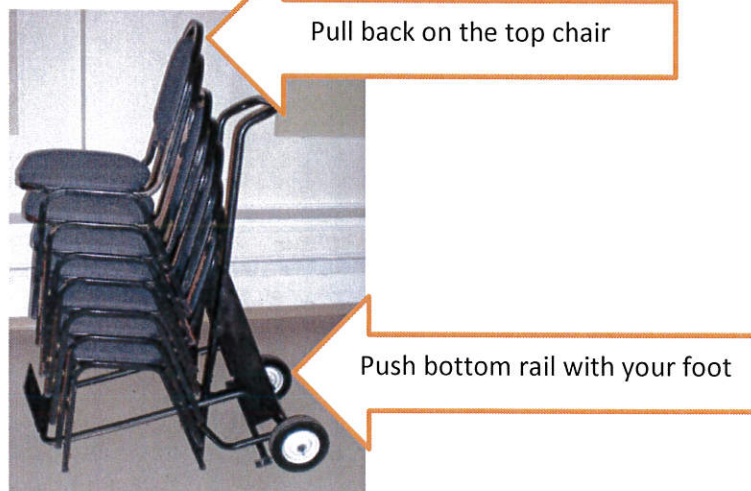
# Chairs

+++++++SETUP+++++++

- 1- Do NOT drag chairs across the floor!!!! This mars the floor.
- 2- Use the chair dolly to move stacks of chairs. This is not a toy for people to ride.



- 3- To properly move the stack, insert the dolly between the legs of the chairs so the back of the chairs are facing you. With your foot push the bottom rail of the dolly so it goes under the stack. Keep your foot on that rail. Then grab the top chair's back and pull back.



- 4- Balance the chair dolly as shown and move the chairs to your desired location.



+++++ CLEAN UP +++++

1. Do NOT drag chairs across the floor!!!! This mars the floor
2. Stack the chairs NO MORE THAN seven (7) high !!!!
3. Move the stacks of chairs as shown above.
4. Place the stacks of chairs in the Northwest (NW) corner of the Parish Hall. The seat is to face the west wall (large window). See picture below.



5. Place the chair dolly under one of the stacks.

# Trash

1- Remove all trash from ALL trash cans !!!!!



2- Place a new plastic liner in the trash can. Extra black plastic trash bags are in the cabinet under the sink next to the coffee urn or under that sink.



Extra trash bags are under the sink

3- Throw the trash into the dumpster outside the kitchen door



4- We do **NOT** recycle at St. James' Parish. All trash goes in the dumpster.

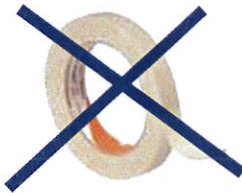
# Hanging things

1-NEVER use:

a. "Scotch Tape" or similar tapes



b. "Masking Tape" or similar tapes



c. "Duct Tape" or similar tapes



2-Use ONLY Blue tape or similar painter's tape. It removes easy from the surface and leaves not marks or residue.



Yes use this  
type of tape!

NEVER PUT TAPE OF ANY KIND ON THE FLOOR !!!!!!

3-You may use “Command”™ type products.



Do NOT use nails, pins, tacks, hooks, or anything that penetrates the surface.

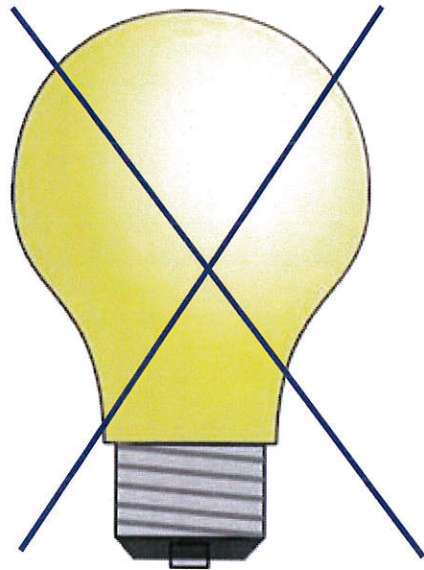
# Smoking

1. Please! NO smoking inside.
2. Outside the building, please use the designated container(s). Thank you.



# Lights

1- Turn off all lights



2- There should NOT  
be ANY light left on.

# Tables

## SETUP

- 1- The tables are color coded and numbered according to the height of the table. Thus all the red tables (# 2 ) are equal in height. This is helpful when “butting” two tables together.



## CLEANUP

- 1- Tables are to be wiped clean.
- 2- Remove any tape that held tablecloths or decorations, etc.
- 3- Stack the tables on the rack **UPSIDE DOWN !**
- 4- Stack the six (6) foot tables last on top.
- 5- Place the rack in the SOUTH WEST corner of the Parish Hall

IMPORTANT

# Balloons

1- NO BALLOONS !!!! NO BALLOONS!!!! NO BALLOONS!!!!



2-A balloon in the ceiling will eventually wrap around a fan and burn out the motor.



A balloon in the ceiling will eventually wrap around a fan and burn out the motor. \$1,500 cost

# Restrooms

1. Check BOTH bathrooms for cleanliness



2. You do NOT need to take out the bathroom trash.

# Doors

1- Make sure ALL doors, especially to the outside, are closed.

Are ALL the outside doors on both sides closed?



# Left Over Food and Drink

- 1- Remove all food and drink.
- 2- Do **NOT** leave any food or drink in the kitchen or the refrigerators or freezers. We appreciate your generosity, but no thank you.
- 3- Any food or drink left behind will be **IMMEDIATELY** disposed of with **no** notice to you.

# Parking

- 1- On any paved surface, except:
  - a. Handicap is for Handicap
  - b. Fire lanes
  - c. No Parking in the circle at the brick house (5755)



# Confetti

Under NO circumstances  
may any plastic type,  
including Mylar, confetti be  
used in or outside the Parish  
Hall!!



You will lose your deposit if it  
is used!!!!

# Folding Screen



**NEVER** remove it from  
**the Parish Hall !!!!**

[if it must be moved, **ONLY** by trained church members]