

# Father Burak Room

Notify [facilities@cureofars.com](mailto:facilities@cureofars.com) if anything is broken or damaged.



## General Guidelines

Please cover tables with plastic if you are crafting.

No paint, glitter, or confetti-like products may be used on carpeted surfaces.

No tape of any kind is to be used for any purpose. That includes taping or otherwise affixing things to the walls, windows, floors, tables, chairs, pillars, interior doors and exterior doors.

No burning candles, oil lamps of any size or open flames are permitted to be brought into any room or facility. Sterno cans for chafing dishes are permitted with proper precautions that remove adjacent flammable materials.

Trash bags, paper towels and cleaning supplies are stored under the sink.

Coffee, filters, and styrofoam cups are available. Please notify the Parish Office if we are out.

## Clean up

- Dispose of all trash and wipe down tables and chairs.
- Vacuum the room if needed. Vacuum is located in the kitchen closet.
- Return **9 tables with 6 chairs each** to the standard layout. Stack any extra chairs along wall.
- Full trash bags should be disposed of in the dumpster located north of the school.
- Sweep floors, clean the sink and wipe off counters in the kitchen.
- Ensure any kitchen appliances used are turned off.
- Return all items to their appropriate cabinets.
- Check all restrooms to ensure that they are clean and in proper order.
- No food is to be left in the refrigerator.
- Make sure doors are securely closed.
- Turn off all lights.

## Standard Layout of Room

