



Welcome to St. Mary's Episcopal Church! Thank you for choosing our building for your meeting or event. Before using a room at St. Mary's, there are a few things you should keep in mind:

1. **PLEASE LEAVE THE DOORS TO THE BUILDING CLOSED!** This is a safety and security issue. We have a buzzer system to alert you when someone is at the door. We suggest that you leave someone stationed at the main desk until all your members/guests have arrived. St. Mary's does not have a sexton to lock up after each group so it is important to follow these security measures. *You may also wish to pass copies of this sheet on to other members in your group.*
2. Please return the room you use to its original condition. When you leave, please make sure to **close all windows, turn off all equipment, and turn off the lights** in the area(s) you use. **If you created trash, please take your trash to the dumpster** at the end of the night. The trash dumpster is the smaller of the two dumpsters by the alley on the Pearl Street side. It IS unlocked. (The larger recycling dumpster requires a key.)
3. Most rooms at St. Mary's are wheelchair accessible. Feel free to ask for quick instructions.
4. We know parking can be tight. You are free to park in **our** lot (the portion of the parking lot that is on our square created by the two alleys) and on the street. **Just please don't park in the rest of the larger parking lot.** The other quadrants are designated for other business and **they may tow you for parking in their spots.** Thank you!
5. **If you are the last group to leave,** please make sure everyone is out of the building when you finish locking up, and please make sure the building lights are off. This includes the lights in the hallways (only one light in the hallway between the two entrances stays on at all times) and in the men's restroom. **Please make sure the Pearl Street courtyard is empty and, if it is, close the gate at the entrance to the courtyard before leaving.**
6. **Please don't smoke inside the courtyard.** Please smoke on the outside of the courtyard entrance, on one side of the gate or the other, so that others entering the courtyard do not have to walk through smokers on both sides. **Please use the cigarette disposal container outside the gate for your cigarette butts.**

Please let me know if you have any questions.

Sincerely,

Louise Fortuna  
Office and Building Manager  
louise@saint-marys.org