

# ST. MARY CATHEDRAL FACILITIES USAGE POLICY 606 N OHIO AVE, GAYLORD, MI 49735

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**Reservation Procedure:** A completed Facilities Request Form is required to schedule a room. This may be done through the parish office.

**Restoration of Premises:** The premises and all equipment should be left in clean and good condition. Failure to do so may result in the prohibition of future use of our facility. Be aware of the following:

1. Taping or mounting items to the walls is prohibited.
2. Counters and tabletops should be cleaned, sanitized & air-dried; chairs brushed off; floors swept & spills mopped up.
3. All handouts should be collected or thrown away.
4. Refuse should be removed from the receptacles when the bags are full or if they contain food scraps.
5. Garbage bags should be tied and placed in the large trash container by the ice machine in the hall.
6. Cleaning supplies are located below the sinks in both the kitchen and Cathedral meeting room.

**Food and Beverages:** It is the responsibility of each user to supply all food and beverages for the event and to adhere to state and county food safety laws by having either a certified caterer or a person certified in food safety to oversee cooking and serving. Please follow these guidelines for food and beverages:

**Parish Hall:** Complete meals, light refreshments, snacks & beverages prepared & served according to local food safety guidelines. (See "Cooking for Groups" pamphlet in kitchen drawer by phone.)  
**PROHIBITED:** Alcoholic beverages

**Meeting Rooms:** Light refreshments, snacks & beverages prepared & served according to local food safety guidelines. (See above.)  
**PROHIBITED:** Alcoholic beverages and beverages containing red food dye

**Cathedral & Chapel** **PROHIBITED:** All food and beverages

Users should be particularly cautious to avoid spills on the carpets. If a spill does occur, it is to be immediately wiped up and reported to the parish office or noted on the clean-up form supplied with your reservation packet. Disregard for care of carpets may result in the prohibition of future use of our facility. It is the responsibility of each user to supply their own food and beverage.

**Smoking Policy:** This is a smoke free facility.

**Styrofoam Policy:** If using disposable products, we encourage the use of recycled paper products and materials, and not Styrofoam.

**Contact Person's Responsibilities:** Before departing the building, the contact person is to ensure that all outside doors are locked and closed securely, all lights are turned off, all electric appliances are turned off or unplugged, and that the room has been returned to the same condition that it was upon arrival. It will be the contact person's responsibility to make sure that any keys are returned.

If you have any questions or need other special assistance, please contact the parish office at the address above or:

Phone: 989-732-5448

FAX: 989-705-3585

E-mail: [parishoffice@stmarycathedral.org](mailto:parishoffice@stmarycathedral.org)