

St. John's Church
PO Box 1278
9 Parsonage Lane
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St. John's Usage Guidelines

I. TRASH, WASTE BASKETS AND GENERAL CLEAN UP

- a. Bathroom waste baskets are for paper only. No beverage cups.
- b. All liquids should be poured in the sink, not into the trash cans.
- c. All spilled food and beverages should be cleaned up.
- d. Leftovers food items should be removed.
- e. Wipe down counters.
- f. All kitchen cookware, dinnerware and utensils should be washed, dried and put away.
- g. Retrieve all fliers, hand-outs, arts and craft activities, etc.

II. PARKING

- a. Parking is available in our parking lot as well as limited street parking on Parsonage Lane.

III. SMOKING AND ALCOHOL

- a. All the facilities are non-smoking areas. Smoking is permitted outside.
- c. Alcohol is not allowed on the premises without prior approval and, if required, a permit from the town.

IV. HEAT, LIGHTING AND SECURITY

- a. Prior to leaving the building, please turn off all lights.
- b. Please do not adjust the thermostats.
- c. Be sure the stove is turned off

V. CHAIRS & TABLES

- a. Wipe down all tables and chairs.