

**Our Lady of Clarion Center
Regulations**

1. **DO NOT MOVE ANY FURNITURE OR FIXTURES.**
2. **Do not** turn lights off. They will shut off automatically.
3. **Do not** move room dividers. If you would like the room to be divided, you must submit a maintenance request to the Rectory office one week prior to your event.
4. **Do not** hang anything on the walls.
5. **Do not** change the temperature on the thermostat.
6. **Do not** close the kitchen door.
7. **Do not** throw coffee grounds, food, etc. down the sink.
8. **Do not** put anything in the ice machine. Ice scoop should be placed back in its holder after use.
9. There is a telephone behind the third sliding closet door (closest to the window) for emergencies only.
10. Technology (TV's) may be used for your event. See instructions in the blue binder in the credenza.
11. Refrigerator may be used for your event. Please empty your food from the refrigerator after your event.
12. If serving food, bring the large garbage can out of the kitchen into the meeting space for people to throw their trash in. At the end of the event, consolidate trash from all receptacles into the large can.
13. Coffee maker may be used for your event. See instructions in the kitchen.
14. Before you leave, please
 - a. Empty the trash and take to the dumpster.
 - b. Make sure all faucets are turned off including the sprayer in the kitchen.
 - c. Make sure all warmers are turned off.
 - d. Turn the coffee maker burners off.
 - e. Turn the air conditioner off.
 - f. Lock the lift.
 - g. Lock the door.
15. OLOCC will be inspected after each event. If there are any damages, your group will be held responsible.