



**Saint James Catholic Church**  
905 Park Ave Falls Church, VA 22046  
Rectory Office—703-532-8815; 703-533-7644 (Fax)

## **Event Clean-Up Guidelines**

For Groups Reserving Space in Our Facilities (Keep this for scheduled event)

1. Plan to leave the room in the same condition as when you entered it.
  - a. Do not assume that our facilities staff will clean the room before the next group arrives.
2. Furniture may be moved but you must return the room to the setup that was there when you entered the room, out of respect for the next group using the room.
3. Groups must bring their own kitchen supplies (i.e., dish soap, sponges, dishes, utensils, paper towels)
4. Do not use tacks, nails, staples, or duct/scotch tape to hang banners or posters.
  - a. Only use blue painter's tape and remove it completely before you leave.
5. Take with you everything you brought into the room, including food. Abandoned items will be thrown away unless agreed upon beforehand.
6. NEVER leave alcohol of any kind in our refrigerators or rooms.
  - a. The presence of children on our campus every day makes this imperative.
7. Clean all kitchen items used, if any, and put them back in their original locations.
8. Check that all sinks and bathrooms are left in ready-to-use condition for the next group.
9. Pick up large debris from floor and put in trash cans.
  - a. If large trash cans provided become full, pull-out bag and tie it off and replace with new bag.
    - i. If you have a lot of trash, bring the trash bags to the dumpster between the gym and the teachers' parking lot. Place the bags in the trash dumpster, not in the recycling dumpster.
10. Final cleanup needed before leaving:
  - a. Sweep/mop if your group left a lot of small debris or sticky spots on the floor.
    - i. Do not leave any wet or sticky areas on floors for safety reasons.
  - b. Wipe down all tabletops and counters.
11. Inspect the entire space used by your group before departure. Report any damage to our facilities staff.
12. Turn off all lights and close the doors. Make sure the doors are closed shut before you leave.