



Anglican Church of Australia
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9456 4498

Guidelines for use of St Mark's Education Centre

We are pleased that we are able to share our facilities with you. The following list sets out a few guidelines for your assistance:

1. Kitchen: Ensure that power to the stove, zip heater and dishwasher is turned off and the benches and floors are clean. Instructions for the use of the appliances can be found on the wall of the kitchen.
2. Please ensure all rubbish is put in the council garbage bins or take it away with you when you leave.
3. No smoking is allowed on the site.
4. Chairs and tables are to be put back in the storage room near the hall stage. Chairs should be in stacks of ten. Please make use of the chair trolley.
5. A vacuum cleaner is available in the chair storage room and brooms are kept in the tall kitchen cupboard. Please leave the floors clean.
6. No alcohol is allowed on the premises.
7. To arrange access please contact the office on 9456 4498, Tuesday – Friday, between 9.30am and 3pm.
8. For larger functions, tea towels, dishwashing liquid, toilet paper and other cleaning aids needed, should be brought by hall users.
9. Turn off all lights and master switch when leaving, except for the switch labeled 'leave on'.
10. Check all outside doors are locked.
11. Check all windows are closed.
12. Ensure the exhaust fan in the hall is turned off.

Thank you!