

**Our Lady of Mercy
Pastoral Council
Kitchen rules (Hall or rectory)**

- 1. Any Organization using kitchen in rectory or hall must clean up.**
 - a. Wash all utensils or pots used**
 - b. Toss out all trash and place clean bags in garbage cans**
 - c. Sweep and mop floors after every use, other areas as needed**
 - d. Refrigerator should be cleaned**

- 2. Food items :**
 - a. All food must be taken out not left in refrigerator after the scheduled event**
 - 1) Any food items left behind will be thrown away**
 - b. items such as cokes may be left only if the bottles or cans have not be opened with understanding anyone may use items**
 - c. If drinks are left, they must be labeled by organization if to be used only by such organization**
 - 1) Any open container should be taken home or emptied not left in refrigerator**
 - d. Ice left in freezer can be used by anyone unless labeled by organization(Please use freezer magnet to leave an addition information)**

- 3. Stove must be properly used for safety reasons.**
 - a. Adult supervision at all times**
 - b. Clean stove after every use**
 - c. Check to see that stove is properly turned off**
 - d. Gas Stove in Hall must be operated by an adult only**
 - 1) Turning on stove requires:**
 - a) Turning on gas**
 - b) Lighting each pilot manually including oven pilot**
 - c) Turning off gas after completing use of stove**

- 4. Hall or rectory kitchen should be properly closed after use**
 - a. Turn off all lights**

b. Turn off AC units (check all rooms) c. Lock all doors to Hall or rectory kitchen (including North-East rectory door- Exit)

6. Organizations are responsible for any damage done to OLM appliances or property.

This applies to all Organizations of Our Lady of Mercy community.

This resolution was approved by Father Greg Labus as recommended by Our Lady of Mercy Pastoral Council, Feb. 21, 2011.

Rev. Greg Labus

Reverend Greg Labus

Pete Martinez Jr.

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President of Pastoral Council

**Our Lady of Mercy
Pastoral Council Resolution**

No organization is authorized to sell raffle tickets or items at any of the Church doors after each Mass. The only exception to this resolution is the fund raising done during Our Lady of Mercy Fall or Spring Festivals. Raffle tickets, BBQ tickets or candidates raising money for the sole purpose of OLM community projects may sell after any mass.

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Reverend Greg Labus

Rev. Greg Labus

Pete Martinez Jr.

President of Pastoral Council

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