

**St. Mary Magdalen Church Hall Checklist**  
**7 Sharpley Rd, Wilmington, DE 19803 302-652-6800**

**Please check here:**

Any group using SMM facilities for an event must pick up a key at the Parish office. The person who signs the key out is responsible for returning the key and completed checklist after the event either to the parish office or by sliding both key & checklist through the mail slot located in the front door of the Rectory (door facing Sharpley Rd). Keys may not be transferred from one group to another.

- \_\_\_\_\_ **1. Sign out the key to the hall prior to your event.** Keys can be signed out in the parish office; hours M-TH 8:30AM-3:30PM & F 8:30AM-12:30PM. Hall wi-fi password is on the key fob.
- \_\_\_\_\_ **2. Food:** Any food you bring in must be brought back out. Things can't be left in the kitchen fridges. You are responsible for bringing your own plates, cups, napkins, and utensils necessary. These items cannot be grabbed from the kitchen or parish life closet.
- \_\_\_\_\_ **3. Kitchen use:** The kitchen is now operated by Linton Food Services. We can use the sink, but not leave dishes to dry on the counter. Nothing can be left in the kitchen. Anything you bring into the kitchen must be removed when you leave. Linton will notify us if the kitchen is not as it should be.
- \_\_\_\_\_ **4. After your event, set up the hall again.** Because the school uses the hall for lunch, anything you move in the hall must be put back in its place when you leave.
- \_\_\_\_\_ **5. Clean up:** Wipe down the tables using the cleanup cart located in the hall. Sweep the floor as needed using the brooms located on the side of the stairs near the boiler room.
- \_\_\_\_\_ **6. Trash cans:** Tie up trash cans & take to the outdoor bins – if possible. If not, gather all used trash cans, with bags tied shut, and roll cans over near the bottom of the steps.
- \_\_\_\_\_ **7. Lights:** Turn off all lights: hall & bathroom. Main light switch near the front door. The upper level hall light switch is located near the youth ministry door.
- \_\_\_\_\_ **8. Lock the hall.** Check to make sure all doors near entrance are locked.
- \_\_\_\_\_ **9. Return the hall key along with this completed form.**

*Anything we should be aware of:*

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Date Hall Used**

\_\_\_\_\_ **Name of Organization**

**Safety Tips:** Please remember to re-lock the parish hall doors once all members are there.

**Any person coming in not associated with the group using the church hall should:**

- 1. Be asked to leave.
- 2. If they refuse to leave, you are to call the **police non-emergency number (302-573-2800)**. You can tell the person that won't leave that, "Father Kirk has asked us to do this for the safety of the children." Per Diocesan policy (For the Sake of God's Children) there needs to be a background check for all people working with children.

**For emergencies call 911.**

**EMERGENCY EPINEPHRINE BOX:** A new Emergency Epinephrine box has been installed in the cafeteria to the left of the kitchen. It contains a stock of Epi pens provided free to the school **for the school** use in an undiagnosed allergy by the Epi Pen brand. It also contains Epi pens for specific students. These pens are **very expensive** and provide lifesaving medication for the student who requires them. They have been secured with a numbered medication tag. It is easily broken in an emergency situation to access the medication. There is also a first aid kit in the box for **emergency situations only**.

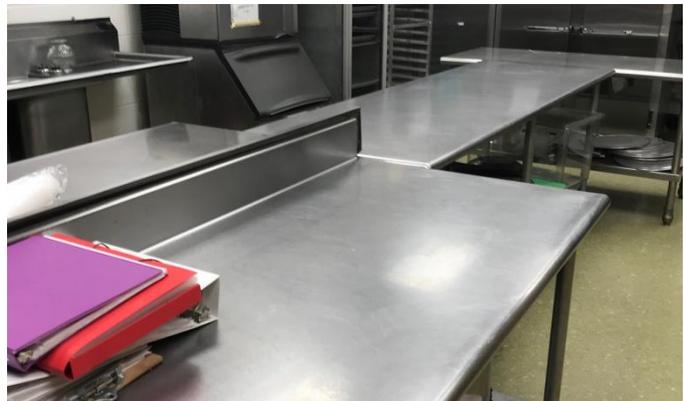
Epinephrine should only be injected by someone who is trained to recognize the signs and symptoms of an anaphylactic (allergic) reaction. If an allergic reactions is suspected the first response should **always be to call 911**.

**If the box is opened for any reason, I need to be notified as soon as possible.**

Thank you,  
Ana Wennberg BSN, RN  
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The kitchen counters and sink should be left clean as shown.



Clean up cart located in the hall.



Brooms, sweepers, and trash bags are located next to the boiler room near the stairs.