



St Anne's RC Church
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Dear Centre user

Many thanks for your support and continued partnership with Saint Anne's Parish Centre. Thank you also for the care which you and your groups take with the building and facilities.

However, there have recently been a quite a few occasions when doors and windows have been left open after sessions, therefore compromising not only the security of the building and contents, but potentially the next group who are using the centre. Lights and taps have also been left on. This has occurred on different days and at different times, including at the end of the evening.

Therefore, please ensure the following at the end of your session, (as appropriate):

- 1) All lights are turned off (including the toilet entrance way light and the accessible toilet. These lights are **not** on a sensor)
- 2) Toilets are checked and taps are off
- 3) All windows closed
- 4) If you have used either of the kitchen areas, please leave clean and tidy with everything returned to the correct place and surfaces wiped down; please do not leave cups etc on the draining boards. Ensure the cooker is off if you have used it. We do not provide dishcloths or tea-towels, so remember to bring your own and take them away with you! Also, to avoid a build-up of out of date food items (biscuits, tea, coffee, milk etc) please take them away with you and do not leave them in the kitchen.
- 5) All fire doors are secured, including the Hardwick room door and the archway door.
- 6) The main door is shut properly to ensure it is locked.

Your help in keeping the building safe and secure for everyone would be much appreciated.

Yours sincerely,

Margaret Swift

On behalf of St Anne's Parish Pastoral Council