WELCOME TO ST. MICHAEL HOUSE: TAZEWELL, VA

***HOUSE GUIDELINES:***

1. Dates of use must be reserved/scheduled with the Coordinator of Pastoral Services in the Lake House at St. Michael, Glen Allen, who will then notify St. Theresa’s Office Manager of your stay. Please indicate the number of people who will be staying at St. Michael House. (There are two queen size beds and three twin beds).
2. Key must be picked up from and returned to the Coordinator of Pastoral Services.
3. As a courtesy, please let St. Theresa’s Office Manager know when you arrive (#276-988-4626).
4. Report any issues with the house to the St. Theresa’s office.
5. A gratuity for the cleaning people would be most appreciated and should be placed in an appropriately marked envelope and given to the Office Manager at St. Theresa’s. **(Do not leave donations in St. Michael House).**
6. A donation to help Father Dan with the cost of utilities and upkeep will be greatly appreciated and should be placed in the appropriately marked envelope. Envelopes are located next to the guest book or at the St. Michael office. You may use cash or check made payable to Father Dan Brady, with “St. Michael House Donation” written on the Memo Line. When you return the key, your donation envelope should be left with either the Coordinator of Pastoral Services or the Receptionist at the St. Michael office. **DO NOT LEAVE DONATIONS IN ST. MICHAEL HOUSE.**

***PLEASE NOTE:***

\* THE HOUSE SHOULD REMAIN PET AND SMOKE FREE.

\* DO NOT ATTEMPT TO USE THE FIREPLACE. (Ornamental only)

\* DO NOT USE AN OPEN FIRE EITHER INSIDE OR OUTSIDE THE HOUSE.

\* A NOTEBOOK OF HELPFUL INFORMATION IS LOCATED INSIDE THE GUEST BOOK TABLE.

***BEFORE LEAVING THE HOUSE:***

1. Remove sheets from used beds and if time permits wash, dry, fold, and leave on top of the same bed/s (unless you take the option of bringing your own). Unwashed, used sheets should be left in the laundry basket on top of the washer.
2. If time permits, wash and dry used towels and washcloths (unless you bring your own). Otherwise, place used towels and washcloths in the laundry basket on top of the washer.
3. If you are unable to do the laundry, please leave a note for the cleaning people stating the laundry has not been washed.
4. Clean the lint filter in the dryer, if used.
5. Wash any used dishes and return to cabinets.
6. Do not leave any food in the refrigerator or freezer.
7. Bag leftover food that would spoil and non-recyclable trash and set by side porch on grass. Bag recyclables and place ON side porch.
8. If upon arrival, electric heat controls are moved to COMFORT ZONE, please return all to LOW.
9. Wipe off sinks, tub, shower, and toilets using disinfectant sheets (provided).
10. Turn off all fans and lights.
11. Return chair cushions from porch to inside house and place by nearest door.
12. Straighten up and vacuum as needed.

**Please sign and/or comment in the guest book located on the table if time allows.**

***Thank you and enjoy your stay!***