

**SACRED HEART CATHOLIC CHURCH
PARISH HALL USAGE AGREEMENT**

Date & Time of Usage: _____ Parishioner: ____yes ____ no

Type of Function: _____

Function is: (check one) Without Alcohol _____ With Alcohol _____ Fee: \$ _____

Damage Deposit: \$100.00 must be paid at the time of the signing of the agreement – deposit will be refunded during the week following the event.

Printed Name of Responsible Party: _____

Phone: _____ Address: _____

Regulations (to be strictly observed)

1. The Event must end by Midnight and cleanup should follow immediately with everyone out of the Parish Hall by 12:45 am and the doors locked and lights off. (Place the Parish Hall Key in the Drop Box.)
2. NO SMOKING IN PARISH HALL.
3. Under NO circumstances should alcohol be served to anyone under the age of 21.
4. DECORATING:
 - a. Setting up and taking down tables and chairs is the responsibility of the party using the facility. See back of page to return table and chairs to returned setup.
 - b. NO nails or tacks in the walls is allowed.
 - c. Hanging things from the ceiling is not allowed unless regular ceiling clips are used.
 - d. **Masking tape only** (no duct tape or scotch tape) may be used on the walls.
 - e. Decorating may take place the day before if the Parish Hall is available, otherwise the day of.
5. KITCHEN:
 - a. Kitchen appliances may be used. Please be careful when using them.
 - b. Remove ALL food from the refrigerator after event.
 - c. All paper products must be provided by event organizer. (Do not use parish paper goods.)
6. THERMOSTATS:
 - a. There are three thermostats in the Parish Hall on the South wall – two on main south wall and one on the south wall in hallway leading to restrooms.
 - b. AIR CONDITIONING: Please do not set the temperatures below 68 degrees.
 - c. HEAT: Please do not set the temperatures above 72 degrees.
 - d. AFTER USAGE (when unoccupied): Please set temp at 78 in summer and 67 in winter.
7. CLEAN UP:
 - a. Clean the kitchen – pick up trash from the floor. Parish maintenance will mop the floor later.
 - b. Remove all trash from the Parish Hall and place in the dumpster located near the garage.
 - c. Wipe up spills on the tables, chairs and floor – Parish Maintenance will mop the floor later.
8. DAMAGE DEPOSIT:
 - a. Parish Maintenance will inspect the building immediately after event for damage etc. Repairs and excessive cleaning will be assessed to the user.
9. KEY FOR FACILITY: Contact the Parish Office to make arrangements to pick it up. Key must be placed in the DROP BOX immediately after the Parish Hall is used.

I have read and understand the policies and agree to abide by them. I accept full responsibility for any damages incurred during use of the Parish Hall.

4/20/22 Signed: (Responsible Party) _____ Date: _____

Exit

Extra Tables
& Chairs

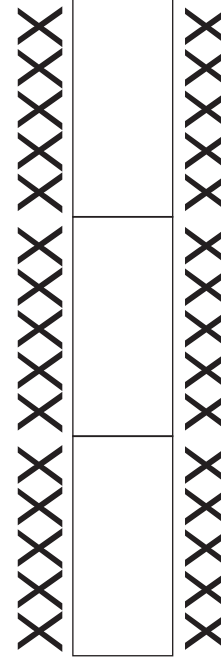
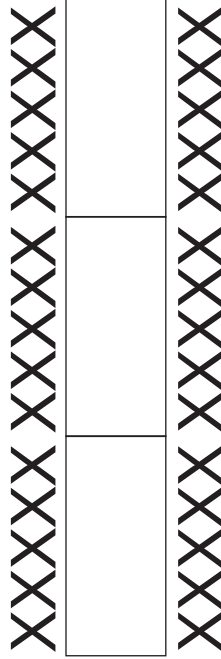
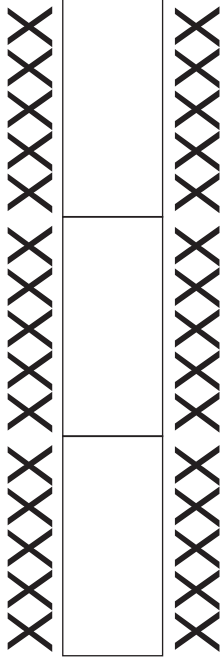
Thermostat



Thermostat



Exit



Exit

Entrance



Thermostat



Closet

Bathrooms

Kitchen

Exit