

ST MARY CATHOLIC CHURCH
PARISH CENTER REGULATIONS

1. We expect all groups and individuals who use the hall to do so with respect and responsibility. Inappropriate language and/or behavior are not acceptable.
2. Use only the part of the hall that you have rented.
3. No outside alcoholic beverages may be brought into the hall.
4. The entire facility is smoke-free.
5. No pets except bona fide service animals are permitted in the hall.
6. No open flames are permitted. Candlelight must be in glass containers.
7. No tape, tacks, nails, staples, or adhesive of any kind are allowed on any part of the hall. No items should be attached that could leave permanent marks or damage.
8. No abrasive materials such as sand, salt or rice are allowed in any form including balloon bases.
9. No decorations may be attached to the ceiling fans.
10. The hall does not provide such items as reserve signs, extension cords, tape, scissors, to-go containers, etc. Please bring your own supplies.
11. Any times for decorating, cake set-up, florist delivery, etc. must be scheduled in advance with the hall coordinator. If another event can be scheduled for the day before the event, a charge of \$100 is required to reserve that day before. If more than four hours is required there will be an additional charge of \$25 per hour.
12. All personal belongings should be removed at the end of the event unless other arrangements have been made prior to the event.
13. Users will be held responsible for any loss or damage to the hall that occurs during the facility usage. Any damage should be reported as soon as possible. The user assumes liability for injuries to persons attending the event and for damages or loss of user's and/or hall's property.
14. All trash should be collected and put into trash cans immediately after the event and the premises left in reasonable order for the deposit to be refunded.
15. No alcohol will be served after midnight and everyone should be out of the building by 12:30 am or end of scheduled time.
16. Nothing is to be taken off the walls without approval of the hall coordinator.