

Notre Dame Hall Rental Policy

1. Hall will be rented to Parishioners only.
2. Facility is available to parish and church organizations at no charge. Parish and church organizations shall include: Parish Council, St. Ann's Sodality, Catholic Knights of America, Western Catholic Union, Knights of Columbus, Legion of Mary, Sewing Circle, Men's Organization, CYO, Home & School Association, and other organizations officially chartered by the parish (Boy Scouts, Cub Scouts, 4-H)
3. Parish and church organizations may use the facility for profit making affairs. Parishioners and non-parishioners personal fund raising affairs are not permitted, unless approved by the pastor.
4. Funeral luncheons will not be charged, but donations will be accepted.
5. The facility is available for community meetings (must be sponsored by parish organization) up to 3 hours at no charge, but a representative from the meetings will need to sign a contract.
6. There will be a rental fee of \$75 and a refundable deposit of \$75 for parishioners, is to be paid when the hall is booked.
7. Reservations for use of the facility are to be made at the rectory with at least one month in advance. If an event is cancelled one week or more in advance, the fee will be refunded. The fee will be retained on late cancellations. The parish secretary will coordinate all hall reservations.
8. After the event, the custodian or a designated person's signature will release the renter from the contract.
9. NO PARISH EQUIPMENT MAY BE REMOVED from this facility (tables, chairs, kitchen equipment, etc).
10. Scheduling is to be on a first come first serve basis. Regularly scheduled parish activities will be observed, such as the Spring Fling, Taste of Italy, etc.
11. Events with up to 100 people are permitted. Larger groups will need to rent the Parish Hall.
12. Family activities permitted include showers, wedding anniversaries, wedding rehearsal dinners, and reunions. Parishioners celebrating their 50th (or more) wedding anniversaries can waive hall rental &/or kitchen usage fee.

Notre Dame Hall Checklist

ENTRY CHECKLIST

- _____ 1. Check the hall before accepting the keys for rental.
- _____ 2. Hall is presently clean and ready to occupy after 6:00pm on school days.
- _____ 3. Brooms/Mops are in the utility room across from the boy's restroom.
- _____ 4. Rest rooms are clean & ready, supplies are stocked. Extra supplies are in the utility room.
- _____ 5. A key will be given to the renter that will open only the front door.
- _____ 6. Trash cans/coolers are kept in the utility room.
- _____ 7. For temperature regulation, turn the heat to 70 degrees or air conditioning to 78 degrees.
- _____ 8. A podium is in the utility room if needed.
- _____ 9. Chairs need to be unfolded using both hands. Using your legs to kick the chair open, may invert the legs & damage the chair.
- _____ 10. Insure the kitchen hood is off.
- _____ 11. Follow the checklist below to insure the return of your deposit.
- _____ 12. Any problems call 897-2293.
- _____ 13. Renter will supply their own trash bags, dish soap, etc (restroom supplies provided by parish)

CLEANING CHECKLIST

- _____ 1. Sweep entire hall and rest rooms.
- _____ 2. Wet mop entire hall (use hot water only, no soap, and keep water in the bucket clean)
- _____ 3. Empty trash in the hall, kitchen & restrooms, & put all trash cans & coolers back in the utility room.
- _____ 4. Please put chairs on tables, unfolded, stacked on top of each other.
- _____ 5. All decorations must be removed to include any tape or string on walls, ceiling, or on tables.
- _____ 6. Please replace drop ceiling back into grid in the hall after hanging or removing decorations.
- _____ 7. Pick up trash around the parking lot.
- _____ 8. Put brooms, mops, buckets, etc back in the utility room.
- _____ 9. Clean up must be complete before the next event & as soon as possible.
- _____ 10. Put everything back the way it was found.
- _____ 11. Nothing is to be removed from the hall (chairs, podiums, tables, etc)

THE HALL WILL BE INSPECTED BY A PARISH OFFICIAL AFTER RENTERS HAVE COMPLETED AND SIGNED THE CHECKLIST TO ENSURE THE HALL IS RETURNED TO ITS APPROPRIATE ARRANGEMENT. RENTERS WILL BE GIVEN AN OPPORTUNITY TO CORRECT PROBLEMS FOUND. ONCE THE PARISH OFFICIAL SIGNS OFF ON THE CHECKLIST, THE DEPOSIT WILL BE RETURNED.

Signature of Renter

Date

Signature of Parish Official

Date