



#### Rental Rules and Practices for Parish Organizations

There will be no charge for the use of the kitchen, tables, chairs, china, glassware or silverware (flatware).

Before any event the person in charge of the event should meet with the parish center manager for instructions.

There will be no charge for set-up or cleanup. However, the user group will be responsible for cleaning the Parish center to its pre-use condition and tables and chairs must be returned to the original position. Trash should be placed in dumpster and tables and chairs wiped clean. If the parish organization chooses to provide food service, no caterer will be required. The user group must clean the kitchen.

No confetti or glitter dust or similar materials can be used.

No decorations, signs or other materials may be glued, nailed, taped or attached to any walls. All decorating plans must be discussed with the Parish Center Manager and approved.

Nothing should be hung from the ceiling or chandeliers.

Plans for removal of decorations and supplies used by the user organization must be scheduled with the Parish Center Manager to guarantee timely removal.

No smoking is permitted in the building at any time.

Nails or staples may not be used to attach skirting or anything to-the tables.

Tables and chairs will be set in place as requested by the user organization prior to the scheduled event.

If a caterer is to be used, the caterer must be approved by the Parish Center Manager and must provide evidence of insurance to the parish center manager.

Any plans to use or dispense any alcoholic beverages on the premises must be discussed with and approved by the Parish Center Manager.

The user organization should advise the parish center manager when the doors need to be unlocked.