

St. Cyril of Jerusalem Parish Hall

Rules for Use

RESERVING THE HALL:

The Hall must be reserved in advance through the Parish Office, and a completed "Request for Use" form submitted to the School Office.

UNLOCKING THE HALL:

A key may be signed-out from the School Office. The *Event Contact Person* is responsible for locking all doors after use and returning the key.

SET-UP:

Whenever possible, tables and chairs will be pre-set by staff, per the diagram on the "Request for Use" form. If staff is not available, event planners will be responsible for setting up tables and chairs. Remember to include date and time for set-up on the "Request for Use" form.

A/C and HEATER:

On extreme weather days, consider cooling/heating the Hall in advance. Heating and Air Conditioning are costly. The timer dial will allow system to turn off automatically, but the temperature is controlled through the Parish and may have a lock on it. Please contact Theresa in the Parish for any assistance, and please remember to close doors to conserve energy.

DECORATING:

Tack strips are available along the walls for hanging decorations. Painter's tape is permitted. Do not use duct tape, masking tape, glue, staples or nails anywhere in the Hall, restrooms, kitchen, on or behind the stage. Do not block any EXITS. Do not cover vents. Use caution not to overload electrical sockets.

SUPPLIES & EQUIPMENT:

There may be special instructions for use of lighting or sound equipment, kitchen appliances, or other supplies. Please refer to the school or parish office with any questions. White linen tablecloths may be available for use. Please return the tablecloths clean and washed (in the manner in which you found them).

SUPERVISING CHILDREN:

Children are not permitted in the Hall without adult supervision. Students may sit on the stage to watch sports events, while supervised. Use stairs – no climbing up or jumping off stage. Children are not permitted in the kitchen unless assisting an adult. No one under 21 is permitted to handle alcohol.

CLEAN-UP:

Event Contact Person is responsible for leaving the Hall in its original condition, including flooring. (Mops and brooms are available.) Trash must be disposed of in the outside bins. Check all areas of the Hall, including on stage and back stage. Remove all decorations, trash, props, etc...

*Event planners should *schedule enough helpers & time* for clean-up, or consider hiring an approved cleaning crew.

*Please report any losses or damage, or needed repairs when returning the key.

LOCKING-UP:

Check both restrooms for lights, running water, un-flushed toilets, and trash. Lock interior doors to backstage areas. Secure all 4 exits (there is an exit on each side of the building). Verify kitchen appliances are off, refrigerator/freezer doors are closed, and water is off. Secure sound equipment and close projector screen if used. Lock alcohol closet if used. Secure balcony and spot lights if used. Replace sports equipment and turn off score board if used.

You may be required to provide insurance for your event. In some case alcohol permits may be required.

NO OPEN FLAMES and NO SMOKING PERMITTED