

St. Joseph – Wright Church

Parish Hall Policies and Guidelines

The parish hall and kitchen facilities are intended primarily for usage by St. Joseph – Wright, and the parish societies and organizations. Reservations for use of the parish hall and kitchen facilities must be made to the parish secretary. A rental fee will be charged as a modest compensation for heat and utilities, maintenance, repairs and replacement of equipment.

The following policies and guidelines are to be followed by all parties renting the hall:

- Rental fee of \$100 and liability insurance of \$100 must be paid in advance.
*If using home owners' insurance, rental is \$100.
- Rental agreement must be signed and submitted upon payment of rental.
- The hall, kitchen facilities and restrooms must be left in clean and good order.
- No tables, chairs, kitchen utensils, or equipment will be allowed to leave the parish hall.
- The parish hall will not be rented for dancing and drinking parties. The parish reserves the right to refuse rental at the discretion of the Pastor.
- Parish organizations may use the parish hall without rental, but are responsible for leaving the facilities clean and orderly.

Renter's signature

Date

Secretary Signature

Date