

*Church of Saint Sebastian*  
*N9269 Isaar Road*  
*Seymour, WI 54165*

GUIDELINES FOR USE OF ST. SEBASTIAN PARISH HALL:

DATE HALL IS NEEDED \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

CONTACT PERSON WHO BOOKED HALL (Must be Parish member) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PRICING OF HALL: THE SUGGESTED PRICE IS \$35.00 PER EVENT. A \$75.00 CLEANING FEE, REFUNDABLE, IF YOU CLEAN UP YOURSELF. PLEASE MAKE CHECKS OUT TO **ST. SEBASTIAN CHURCH.**

**\*\*\* Make note in the memo line that it is for 'Christian Woman Society' \*\*\***

BEFORE LEAVING, THE FOLLOWING MUST BE CHECKED

- Check the restrooms to see that they are clean. Make sure the toilets are flushed and no water is running.
- Check to make sure that all stove burners are off and that all electrical appliances are unplugged. Any kitchen items used must be cleaned and put away. Wipe off counter tops. **Note:** The hot water heater is usually turned off. If you want it on for the day you have requested, notify the parish office.
- Any tables and chair used should be straightened, wiped off and floors should be swept.
- Unattended children should not be allowed to roam around in the upper worship area of the church.
- All garbage containers used should be emptied in the dumpster outside.
- Make sure that all lights are turned off. (except **EXIT** lights)

I have read the guidelines for use of St. Sebastian's Hall. I will accept responsibility for the following clean-up procedures as listed. If these conditions are not met, I will pay the clean-up fee as charged by the parish.

\_\_\_\_\_  
Signature

INSURANCE RELEASE

I acknowledge that St. Sebastian Parish and the Diocese of Green Bay have no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/or use of the facilities.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature