

## **Saint Anne Parish Use of the Parish Hall**

You are welcome to use our Parish Hall if it is available and you are a parishioner of St. Anne Parish. Due to the generosity of our parishioners, we are able to offer this hospitable space. The following information is presented to facilitate your use and to make sure everyone understands the expectations for the use of the Parish Hall:

1. The family needs to contact the Parish Office and speak with Lee DeLuca to request use of the parish hall and to check room availability (Note: a room can only be reserved **no more than one month prior to event** due to the high volume of parish activities).
2. The facility is NOT available on Sundays from September – June, Holy Days and during Mass. This is because we need to reserve availability for parish use.
3. No alcohol (of any kind) is permitted on church premises for events not sponsored by St. Anne's Parish. This is due to liability and insurance issues.
4. Smoking is strictly prohibited in the buildings and on the property.
5. **By law, at least one person attending must be trained in proper ServSafe food handling guidelines if event is for more than 20 people where food is being served.**
6. The user must provide an insurance rider listing St. Anne Parish and the Archdiocese of Boston as additional insured.
7. There are tables, chairs and trash receptacles available for your use.
8. The custodian is available to address issues that may arise due to the family's use of the hall. The custodian completes the clean-up of the hall, the restrooms, empties trash and restores the hall for the next day's events. The custodian also secures the building, i.e. lights, locks, heat, etc. There is a charge of \$125, paid when reserving the space, to cover all services including utilities. Checks should be written to *St Anne Parish*.

We appreciate the family's assistance by ensuring compliance with the following:

1. Make arrangements with a caterer or whoever is supplying the food to also provide paper plates, cups, napkins, knives, forks, spoons, utensils and serving pieces for use for the meal. In addition, the caterer should provide coffee, coffee makers, tea, teapots, receptacles for hot water, etc.
2. Tidy up the hall after use, i.e. clean off tables, clean kitchen, and take home any leftover food.
3. Bring anything else that you plan to use for the event, i.e. easels, video equipment, CD player, extension cords, etc.