

## Using Our Parish Center

You are more than welcome to use our Parish Center as long as it is available. 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 Center:

1. The family needs to contact the Parish Office and speak with Liz Newton or Denise Van Veen to request use of the hall and to check hall availability.
2. Serving of alcoholic drinks of any kind is not permitted. This is due to liability and insurance issues.
3. When you inform us of the number of guests you expect (24-hour notice please), our custodian will set up the appropriate number of tables and chairs.
4. The Parish Center is air conditioned and a/c can be used if weather conditions warrant it.
5. Tables, chairs, trash receptacles and a microphone are available for use in the hall.
6. If the family is financially able, we encourage covering the expense of utilities and the custodian for this special event. The custodian sets up the hall and is on-call to address issues that may arise due to the family's use of hall. The custodian completes the clean-up of the hall, the restrooms, empties trash and restores the hall for the next day's event. The custodian also secures the building, i.e. lights, locks, AC/heat, etc. We suggest \$125 for all services, payable to St Catherine Parish.
7. Maximum capacity is 250 people-with tables and chairs, 400 people-with chairs only.
8. Please make it known to your guests that children should not use the restrooms without someone accompanying them.

We appreciate the family's assistance by following through on the following:

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