



## Social Hall Guidelines

Most notably –  
Always leave the social hall the same or better than how you found it.

1. All items in the social hall (such as dishes, silverware, cups, coffee makers, Nescos, tables, chairs, etc.) are the property of Stella Maris Parish and cannot be removed from the premises without specific written permission from the office.
2. Cleaning supplies used in the social hall are supplied by the parish; please let us know when new supplies are required. Tables and chairs need to be replaced to the way they were found or as directed by the parish office (for the next event).
3. Heating/air conditioning may be adjusted for the event then returned back to original settings. Secure (lock) all doors and windows upon leaving premises.
4. Remove all garbage and recyclables by taking with you or remove to outside containers (where available).
5. The supply room(s) and cupboards have specific designated areas set aside for special organizations. Please do not consume or use any of these items unless you receive specific written permission. This only serves to disrupt their next event and cause great hardship.
6. Refrigerator/freezer use –limited to event only, *exceptions are* special organizations in which they are obliged to tag the item(s) with their name and monitor expiration dates. No one is permitted to 'borrow' items unless they receive permission from said organization and replaces the product within 24 hours.

Registered parishioners - may use the social hall for their own personal events by reserving the date and time with the parish office.

Parish committees – please follow parishioner's rules.

Community – Nonprofit organizations use - please contact the parish office with requests; parish related events will take precedence over community use.

Usage fees – contact the office. Organizations will be billed the actual cost of janitorial and any maintenance required. This includes the kitchen, social hall, entrances, restrooms, storage areas and exterior. Proof of insurance must be signed before the event, which is available at our office.

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10-07 Stella Maris Social Hall guidelines.doc