

OUR LADY OF THE VALLEY CATHOLIC¹ CHURCH

SOCIAL HALL POLICIES

Reserving the Social Hall

1. **Who can rent the Social Hall:** The OLV Social Hall was built to provide a gathering place for the people of OLV Parish and for Parish events including wedding receptions, anniversary/birthday/ baptism parties. It is also available for business meetings for groups that are aligned with Catholic Church values.
2. The Social Hall is primarily for adult events. School and youth organization events are generally held in the Parish Center or the Gymnasium.
3. **Reserving the Social Hall:** Reservations for all parish, parishioner and non-parish (with pastor's permission) events are made by calling the Church office to be placed on the Social Hall Calendar. The facilities are available to be rented for parish events or parishioner events for sacramental-related functions such as wedding receptions, rehearsal parties, baptismal receptions, wedding anniversaries, etc. The rental fee is waived for funeral receptions.
4. **Non-Parish and non-parishioner related events:** The Social Hall is intended for the use of Parish organizations and parishioner events. It is also available for events which are not school or sacrament related. Such events, however must be approved by the pastor and must comply with diocesan policy regarding conformity with Catholic principles.
5. **Social Hall is closed for outside events on holidays:** The Social Hall is available for parish or school events only during the week preceding and the week containing the following holidays: Memorial Day, Labor Day, Independence Day, Thanksgiving, Christmas and New Year's Day. It is not available for wedding receptions, birthday parties, etc. during these times.
6. **Available for decorating:** The Social Hall is available for decorating for a scheduled event at 8:30 AM on the day of that event, and not before. Special arrangements are possible depending on the Social Hall schedule of events. Call Deacon Bob Martin as early as possible prior to your event to determine if an earlier access time is possible.

Requirement for Use of the Social Hall

Parish Events

1. **Parish events:** Sponsors should follow the *Social Hall Procedures for Parish Sponsored Event*. This document can be found on the OLV Church Website under the Social Hall tab at <http://www.olvbirmingham.com/portal/church>.
2. **Supplies for parish events,** such as plates, napkins, tablecloths, cups, etc. should be requested through Lynn Lanzi at 531-4771 at least two weeks prior to the event. Supplies will be delivered to the Social Hall pantry.

3. **Sponsors of parish events responsibilities:** As a rule, organizations hosting or sponsoring a parish function in the Social Hall **are responsible for their own set-up and clean-up**. Exceptions should be discussed with the Facilities Setup Coordinator (Mike Bridges, 533-3948).

Requirement for Use of the Social Hall **Parishioner and Non-Parishioner Events**

1. **Application to rent the Social Hall:** Forms and information to rent the Social Hall for parishioner and non-parishioner events can be obtained on the OLV Church website under the Social Hall tab at <http://www.olvbirmingham.com/portal/church> or by contacting Deacon Bob Martin at 205-960-2294 or papamartin@aol.com.
2. **Room setup:** Set up of tables and chairs in the rented Social Hall space for both parishioner and non-Parishioner events is provided by the parish and is included in the rental fee. **The desired table arrangement must be coordinated with Deacon Bob Martin: 205-960-2294 no later than two weeks prior to the event.**
3. **Event supplies:** Supplies are not provided by the OLV Parish for parishioner or non-parishioner events.
4. **Removal of decorations, food and other items:** All items brought in for the event must be removed from the hall immediately after the event. The Caterer's Kitchen (the Main Kitchen is off limits), counter tops, refrigerator and sink must be left in the condition in which they were found. Any items left anywhere in the Social Hall facility, food included, will be disposed of the second day following the event.
5. **Retained supplies:** Perishable items which are intended to be retained for a future event must be labeled with the organization name and dated before being placed in any of the refrigerators in the Social Hall. Non-perishable supplies and foods should be placed in plastic container and labeled with the organization's name. These are placed on the shelves in the pantry area of the Social Hall.
6. **Garbage disposal and cleanup: All debris and garbage must be removed from all areas of the Social Hall immediately after each event.** This includes paper plates, plastic cups, tablecloths, bottles, etc. This is required FOR ALL EVENTS. Please bag and take the debris to the dumpster located outside the kitchen area. Spills must be cleaned up and no debris should be left on the floor. This is a responsibility of the sponsor, host and / or caterer. **Failure to comply will result in forfeiture of the damage fee.**
7. **No throws:** No thrown items (birdseed, rice, confetti, rose petals, etc.) are permitted inside or outside the Social Hall or anywhere on the church grounds. Other options must be discussed with Deacon Bob Martin, Event Coordinator: 960-2294 ext. 212.
8. **NO Smoking:** Smoking is not allowed in the Social Hall.
9. **Attach nothing to Social Hall surfaces.** Please do not glue, tape, hang or pin anything to the walls, windows or ceilings of the Social Hall. Failure to comply will result in the loss of the damage fee.

10. **Furniture remains inside:** Sofa and chairs in the foyer are to remain in the foyer. No furniture (tables and chairs) should be taken outside of the building or physically moved from their current location in the Social Hall. 3
11. **Alcoholic beverages:** Beer, wine and champagne are permitted in parish facilities, but **NO HARD LIQUOR MAY BE SERVED** at parishioner or non-parishioner events. A bartender and security are required for parishioner and non-parishioner events. The parish will arrange for a **sheriff's deputy** and a **parish representative** to be present during each event for security purposes. The bartender is to be provided by the sponsor and he/she is responsible for checking ID's.
12. **Length of events:** Functions are scheduled for three (3) hours. Additional fees are imposed for parishioner and non-parishioner events lasting longer than 3 hours. Night-time functions must be over by 11:30pm. (Exceptions may be made for parish events or by authorization of the pastor). Arrangements for additional time **MUST** be made before the event. Requests for extending the event beyond the contracted time during the event will be denied.
13. **Main Kitchen area:** This area is not available to outside caterers and will be locked.
14. **Caterer's Kitchen:** Parishioners, non-parishioners and outside caterers are welcome to use the Caterer's Kitchen area for their events. The following are available in the Caterer's Kitchen: food warmers, a commercial refrigerator, a sink for washing hands and a stainless-steel sink for washing dishes, counter top space, plastic trash can liners and a commercial ice machine. The Main Kitchen area will be locked.
15. **Christian Catering:** Christian Catering which is the preferred caterer for the parish has exclusive access to the Main Kitchen along with responsibility to clean and maintain it. Parish organizations may have access to the Main Kitchen with permission from the pastor. Such organizations will be responsible for leaving it the way it was found.
16. **Outside Caterers:** Outside caterers must complete, sign and return the ***Use of Social Hall by Outside Caterers*** form four weeks prior to the event. The ***Outside Caterer's*** form can be found on the OLV Church website.
17. **Cleaning China Service:** The Caterer's Kitchen does not have facilities for washing dishes. Caterers should be prepared to bring their own china service if they intend to use china and be prepared to take used chinaware items back with them for cleaning. There is no commercial facility available to outside caterers for cleaning china or other glass items at the Social Hall.
18. **Liability insurance:** The Diocese of Birmingham requires **liability insurance** for use of any parish facility for parishioner and non-Parishioner events. Liability Insurance will be purchased by the parish for the event once the fees have been paid. The cost for this requirement is \$100.
19. **Should any other question arise regarding the use of the Social, please call the OLV Office. 205-991-5488.**
-