



## SMALL HALL TERMS AND CONDITIONS

1. **Hours:** The Small Hall is available for use between the hours of 8:00 am and 8:45 pm. \_\_\_\_\_ (INIT)
2. **Smoking:** Smoking is NEVER permitted on the St Mary Parish campus. \_\_\_\_\_ (INIT)
3. **Moral Conduct:** The Small Hall is on consecrated church grounds. Therefore, any lewd or morally offensive behavior is NOT ACCEPTABLE, and will be a cause to terminate the Facility User’s Event. If necessary, police assistance will be used. \_\_\_\_\_ (INIT)
4. **Supervision of Minors:** When minor children attend an event, the ratio of adults to minor children needs to be a minimum of 1 adult for every 10 children. Children MUST BE supervised at ALL TIMES. \_\_\_\_\_ (INIT)
5. **Set-Up Policy:** Nothing shall be attached or nailed to the walls, floor or any other part of the building. NO CONFETTI or GLITTER is allowed, nor are flower petals, or chocolate wedding bells allowed on the tables or floor. NO FOG/SMOKE machine is allowed. \_\_\_\_\_ (INIT)
6. **Clean Up Policy:** One hour will be allowed after the event ending time for clean-up and removal of the User’s property. A clean-up checklist will be provided to ensure satisfactory compliance. Cleaning requires the sweeping and mopping of the floors of the small hall, hallways and kitchen, and the wiping down of all tables used and surfaces of the kitchen. It also includes in the kitchen the washing down all of the appliances used, and the wiping down and emptying of the materials in refrigerators and freezers. \_\_\_\_\_ (INIT)
7. **Alcohol:** Alcohol is NEVER permitted in the small hall. Violation of this Term is cause to terminate the event. \_\_\_\_\_ (INIT)
8. **Parking:** The parking lot located north and west of the Parish Hall is designated for Small Hall events. If additional parking is needed, guests will be guided to the parking overflow area on 13<sup>th</sup> Ave. \_\_\_\_\_ (INIT)
9. **Trash and Litter:**  
 The Facility User is responsible for transporting and depositing all trash from their event to the trash bins located north of the Parish Center, and placed **WITHIN** the trash bins. If the trash exceeds the trash bin capacity, an additional donation of \$50.00 for excessive trash will be deducted from the Cleaning / Damage deposit. Additionally the Facility User is responsible for picking up all litter from around the Small Hall. \_\_\_\_\_ (INIT)

**I understand and agree to the Terms and Conditions for the use of the Small Hall.**

Facility User’s Signature	Date
Parish Representative’s Signature	Date