

Our Lady of the Valley Policy for use of SOCIAL HALL

1. Reservations are made by calling the Church Office. The facilities are to be rented only for parish events or sacramental-related functions such as wedding receptions, Baptismal receptions, funeral receptions, etc. Community related functions may use the facilities only if special permission is granted by the pastor.
2. Parish Events should also be scheduled through the Church Office. Once scheduled, the organization contact should complete an Application for Use of Social Hall and forward to chuesman@bellsouth.net or send to the Church Office to the attention of Cindy Huesman as soon as the event is scheduled. (Forms are available in the Church Office or requested via email to chuesman@bellsouth.net).
3. Set up of the room including tables and chairs must be discussed and scheduled with Cindy Huesman, Event Coordinator, 527-0208.
4. As a rule, organizations hosting parish functions in the Social Hall are responsible for their own set-up and clean-up. Exceptions should be discussed with the Event Coordinator.
5. Supplies needed for parish events, such as plates, napkins, tablecloths, cups, etc. should be requested using the Request for Inventory Items forms and forwarded to chuesman@bellsouth.net or sent to the Church Office to the attention of Cindy Huesman at least one week prior to the event. (Forms are available in the Church Office or requested via email to chuesman@bellsouth.net). Supplies will be delivered to the organization's bin located in the Social Hall pantry, closet, or other designated location.
6. All personal items must be removed from the hall, kitchen, counter, refrigerator and sink immediately after the event. Anything left after 2 days will be disposed of. Any perishable items must be labeled with organization name and date before being placed in any of the refrigerators in the Social Hall.
7. All debris and garbage must be removed from the hall and serving area--paper plates, cups, tablecloths, bottles, etc. Please bag and take to the dumpster. Spills must be cleaned up and no debris should be left on the floor. This must be done before the host or caterers leave. Any other personal items must also be removed.
8. **NO** birdseed, rice, confetti, or rose petals is allowed inside or outside the Social Hall. All other options must be discussed with Cindy Huesman, Event Coordinator, 527-0208.
9. **SMOKING IS NOT ALLOWED** in the Social Hall.
10. Please do not glue, tape, or pin anything to the walls or windows. Tables and chairs are to remain in the building. **Nothing is to be taken outside.**
11. Beer, wine and champagne are permitted in parish facilities, but no hard liquor may be served. A bartender is required.
12. Functions may last no longer than three (3) hours. Night-time functions must be over by 11:00 pm. (Exceptions may be made for parish events or by authorization of the pastor)
13. **Use of Kitchen** is limited to the use of the warmers, refrigerators, sink counter space and ice only. Total use of other equipment, including total use of kitchen, requires special permission by the Pastor.
14. A certificate of insurance is required for use of any parish facility for non parish events.
15. Failure to follow the above rules will result in a loss of any damage deposit.