

Rules for Use of the Church Hall

User will sign a contract that confirms they agree to the following rules and guidelines.

Registered members of the parish and non-profit organizations may use the church hall. Non-profits must show verification that they have a million dollar liability and property damage insurance policy .

~~~~~

**All supplies needed are to be provided by the users of the facility ie; paper plates, paper towels, garbage bags, detergent etc.**

**Beverages such as soda, coffee, beer and wine must be put on separate tables from the food.**

**Confine all activities to the hall, kitchen and bathrooms. Handicap bathrooms are in the classroom hallway just outside the kitchen**

**Mop floors of spills, broom sweep the hall and kitchen area when finished.**

**Sink should be cleaned with all utensils, and cooking implements washed, dried and put back where found.**

**Take all leftover food with you. Do not leave any in the refrigerator, freezer or kitchen counters.**

**All garbage is to be removed from the premises when the event is over. This includes the bathrooms.**

**Tables and chairs are to be arranged according to the diagram provided when finished.**

**A cleaning fee will be assessed if function requires the use of the kitchen unless the organization using facility chooses to do their own. Kathy Perri (434-369-4673) must be notified if you need cleanup three weeks prior in order to book the cleaning service.**

**Thermostat must be turned down to the original setting as posted.**

**Check that all appliances are turned off, windows closed, lights out and doors locked when you are leaving.**

**This is a NO SMOKING facility**

**Please respect the church area and remember we have church activities which start at 9:30 am on Sundays so the hall, kitchen and bathrooms need to be cleaned before you leave if your event is held on a Sat. night.**

# FLOOR PLAN FOR THE CHURCH HALL

When finished using the hall please return tables on chairs to the following locations.

Extra Chair Rack

GLASS DOORS TO CHURCH

Temporary divider

*Two tables together on an angle*  
X X X X  
X X X X  
X X X X

////  
////  
////

////  
////  
////

////  
////  
////

Rectangle table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Kitchen door

6 chairs  
Round Table

Round Table

Round Table

Round Table

*Two tables together on angle*  
Rectangle Table  
Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangle Table

Rectangular Table  
Wall with coat rack

Extra Table Rack

Window

Window

Windows

Window

Door to  
hallway

## **Rules for Use of the Church Hall**

**User will sign a contract that confirms they agree to the following rules and guidelines.**

**Registered members of the parish and non-profit organizations may use the church hall. Non-profits must show verification that they have a million dollar liability and property damage insurance policy .**

~~~~~

All supplies needed are to be provided by the users of the facility ie; paper plates, paper towels, garbage bags, detergent etc.

Beverages such as soda, coffee, beer and wine must be put on separate tables from the food.

Confine all activities to the hall, kitchen and bathrooms. Handicap bathrooms are in the classroom hallway just outside the kitchen

Mop floors of spills, broom sweep the hall and kitchen area when finished.

Sink should be cleaned with all utensils, and cooking implements washed, dried and put back where found.

Take all leftover food with you. Do not leave any in the refrigerator, freezer or kitchen counters.