

St. Mary

Church of the Seven Dolors of the Blessed Virgin

101 South Meyer Avenue

Valmeyer, Illinois

REGULATIONS FOR ST MARY PARISH CENTER

1. We expect all groups and individuals who use the hall to do so with respect and responsibility. Inappropriate language and/or behavior are not acceptable.
2. Use only the part of the hall that has been rented.
3. No beverages may be brought into the hall unless approved beforehand.
4. The entire facility is smoke-free.
5. No pets except bona fide service animals are permitted in the hall.
6. No open flames are permitted. Candlelight must be in glass containers.
7. No tape, tack, nails, staples, or adhesive of any kind is allowed on any part of the hall. No items should be attached that could leave permanent marks or damage.
8. No abrasive materials such as sand, salt or rice are allowed in any form, including balloon bases.
9. No decorations may be attached to the ceiling fans.
10. The hall does not provide items such as reserve signs, extension cords, tape, scissors, etc.
11. Any times for decoration, cake set-up, florist delivery, etc., must be scheduled in advance with the hall coordinator. If another event can be scheduled for the day before the event, a charge of \$100 is required to reserve for the day before.
12. Decorating the day before the event is limited to a 4-hour period.

13. All personal belongings should be removed at the end of the event unless other arrangements have been made prior to the event.
14. Users will be held responsible for any loss or damage to the hall that occurs during the facility usage. Any damage should be reported as soon as possible. The user assumes liability for injuries to persons attending the event and for damages or loss of user's and/or hall's property.
15. A fee of \$50 will be charged for any vomit or excrement that needs to be cleaned up by the hall cleaner.
16. All trash should be collected and put into trash cans immediately after the event and put into the dumpster outside, and the premises left in reasonable order.
17. No alcohol will served after midnight and everyone should be out of the building by 12:30 am.
18. NOTHING is to be taken off the walls without approval of the committee.