

## ST. JOSEPH, KEY WEST

### CHURCH HALL RENTAL POLICIES

1. Rental Fees: For less than three hours: \$35.00. For more than three hours: \$50.00
2. The church hall may only be rented by parishioners. It may not be rented out more than one year in advance.
3. We ask that you treat this hall as if it were your own home. That means everything should be cleaned up and put back the way it was when you came. Tables should be cleaned/wiped down, the chairs should be checked for spilled food or drink, the floors should be swept (or mopped if something gets spilled), and the bathrooms should be checked and cleaned up if necessary. Please take your trash out to the dumpsters - one dumpster is for trash, the other dumpster is for recyclable materials only.
4. Most of the kitchen appliances are heavy duty, industrial machines that require special instructions in order to operate them properly. Therefore, please do not attempt to use any of the ovens, the dishwasher, the big mixing bowl, or any other kitchen appliance in the hall. In short, the kitchen counters can be used for serving food and the sink can be used for obtaining water, but pretty much everything else in the kitchen area is not to be used.
5. The electrical outlets may be used for your own roasters, coffee pots, crock pots, coolers, etc., but it is expected that you would bring these items and whatever else you need with you.
6. Rental of the church hall does not give you use of the church proper, which is the House of God and is reserved for prayer. Please watch your guests, especially children, to make sure they do not go upstairs into the church.
7. You will be billed for any items that are broken or in need of repair.
8. Please respect other people in the community and keep the hall available for use in the future by not allowing your gathering to become rowdy or unruly.