

# St. Olaf Hall Rental Guidelines

Contact the Parish Office to arrange a time to pick up a key FOB and perform a walkthrough of the rental area. The key FOB will open both the East door (across from church entrance) and the North door (Jefferson Street entrance). The signed Hall Rental Agreement and payment should be made at this time. Return the key FOB to the parish office on Monday following the event.

- The Parish Center is a smoke-free/vape-free environment.
- If the fire alarm goes off, immediately call 911. If the alarm goes off and is not an emergency, call 608-266-4920.
- All outside and hallway doors should be kept closed at all times.
- Set up and take down is the responsibility of the renter. Tables and chairs should be put back the way they were prior to rental.
- Nothing should be attached to the ceiling tiles, walls, doors, doorframes or poles. No command hooks, tape, nails, adhesive, or other means to affix anything may be used.
- All decorations should be removed after the event.
- Groups are expected to furnish their own coffee, cups, plates, and napkins. Items belonging to the parish are not to be used without prior permission.
- All tables and chair surfaces, sinks, stovetops, counters, and carts must be cleaned. Clean up any spills on the floors.
- Empty all garbage/recycling receptacles used and place in the large receptacles outside the kitchen door.
- Everyone needs to exit the building by midnight.

## **Inquiries please contact:**

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