

St. Patrick Church
3109 Sacramento Street
Placerville, Ca 95667
530.622.0373 tel
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RULES REGULATING FACILITY USAGE

1. Reserve the Hall two to three months prior to the scheduled event/celebration by contacting the parish secretary. The secretary will enter the event into both the hard copy schedule book as well as the on-line calendar.
2. You must acknowledge that you are receiving Gurnell Hall clean and in proper order. Since you are submitting a \$500.00 cleaning deposit you'll want to make sure you are receiving the facility in top condition. When the function is over, you must make sure to leave the hall clean, and in the same condition as when you took possession of it, including the kitchen and restrooms. If alcohol has been served at your event, all alcoholic beverages need to be removed from the premises at the close of the event.
3. At the close of your event, complete and sign the Gurnell Hall Check List. Turn in the form **with the key** into the Parish Office immediately, or the next business day, to insure the return of your \$500 cleaning deposit. The deposit will be returned upon verification of cleanliness and condition of the facility.
4. Please monitor your children and do not allow them to run or play around the inside or outside of the hall.
5. There will be no use of smoke machines or dry ice, to avoid false fire alarms. In the event of a false alarm which brings the Fire Department, the \$350.00 fee incurred will be deducted from the \$500.00 cleaning deposit.
6. Do not hang decorations from the ceiling unless using the wires that are currently provided for such use. Do not staple or tape decorations to the walls. If using tape to adhere items to the floor, any residue from tape needs to be removed.
7. The cost to rent Gurnell Hall is \$600.00 per day/night of event. Use of the kitchen entails an additional charge of \$175.00.
8. Use of kitchen and its supplies is \$175.00. Dishes and kitchen utensils: If you use them, leave them clean and put away. All commercial equipment must be left clean and in working order. If there is any damage, list it on the closing checklist. Coffee, paper products and other condiments stocked in the kitchen are not available for persons renting the facility without prior arrangements.
9. The person responsible for the hall rental will need to provide proof of insurance (\$1,000,000/one million dollars) or purchase insurance from the Diocese at a cost of \$95.00 per day. This insurance can be obtained from the Parish Secretary.
10. The person renting the hall will need to come into the Parish two days prior to the event and will speak with the secretary regarding the locations of all thermostats & how to operate them as well as discuss issues which pertain to the hall and kitchen.
11. In regards to classroom usage, all desks, tables and chairs need to be returned to their original set-up. No food is to be served in the classrooms due to the increased risk of allergic reactions with children. If needed please wipe down desks, tables and chairs and empty the trash can after each use. Candle use is discouraged unless the candles are enclosed in a glass receptacle.