



St. Joseph Parish

1162 Lincoln Way Auburn, CA 95603 (530) 885-2956

Hall Use Agreement for Parish Ministries

MINISTRY: _____

Leader/Representative of Ministry: _____ CELL: (____) _____

Date(s) Reserved: _____ Time Reserved: _____ to _____

Hall () Kitchen () Refreshment Center () Audio/Visual Equipment () Other: _____

Reservations must be made in advance by calling the Hall Manager, Norm Chavez, (916) 7899-7310 for availability of the hall. The reservation process is not complete until this document is signed and a copy delivered to Ministry Leader. This document is required for each event.

Set up of tables and chairs is the responsibility of the Ministry Leader. If the hall has tables and chairs set up already, the Leader of the Ministry SHALL return the same number of tables and/or chairs to the hall.

It is the duty of the Ministry Leader to request any special equipment. Upon arrival, the Leader shall immediately report any untidiness and/or damage in the hall to the Hall Manager.

The Leader of the Ministry is responsible for ensuring the hall is returned to the level of cleanliness it was upon taking control of the hall. All tables and chairs shall be wiped clean after each use, the floor shall be swept and mopped. Trash shall be emptied after each event in the trash dumpster at the southeast corner of the parking lot. There should be absolutely no food waste left in the Hall overnight.

Children MUST BE SUPERVISED at all times and should not play outside unless supervised by an adult leader.

The Parish Hall is to be enjoyed by all. **It is the responsibility of the Leader of the Ministry using the hall to clean up after your event.** Ministry groups that repeatedly fail to comply with clean up after use will be subject to a review, and possible suspension of their privilege to use the hall.

The signatures of the Ministry Leader or Representative and the Parish Representative affirm the Leader/Representative has read and understood AND accepted of the terms stated herein.

Ministry Leader Signature

Parish Representative Signature

Date: _____