

## REGULATIONS FOR USE OF THE FR. REILLEY PARISH CENTER

For use of the Fr. Reilley Center (does not include use of classrooms or the Conference Room) on \_\_\_\_\_ a donation in the amount of \_\_\_\_\_ must be received by \_\_\_\_\_.

If a caterer is used, the caterer is responsible for cleaning up the kitchen.

Caterers must use their own tablecloths, coffee urns, dishes and silverware.

Please be sure the hall is picked up, tables cleared and all refuse is in garbage bags. If bags are removed from trash barrels, please put them in dumpster in back of center.

Rental parties are not responsible for cleaning floors.

The hall will be set up as you requested. Please leave set up as is.

Tablecloths are not provided.

Any items used in the kitchen should be washed and returned to their proper place.

If silverware and dinnerware is used, they must be cleaned before being returned to their proper place. (For use by parishioners only).

If the dishwasher is used, the screen must be cleaned out.

If ovens and stove tops are used, the exhaust fan should be used.

When used, ovens and stove tops and exhaust fan must be shut off.

Check to be sure all lights, including restrooms, are off before you leave. Also, DO NOT ADJUST HEAT. It has been preset.

We have no alcohol license liability insurance. All those using the center are at their own risk. No alcohol is to be sold.

Any decorations you put up, must be taken down. If you are using balloons for decorating, do not use ceiling fans. You will be responsible for repairs to the fans if a balloon is caught in them and they do not work.

Any leftover food should be wrapped and frozen if not taken home. Frozen food will be sent to the Mustard Seed.

After the function, an inspection of the area will be taken. If there are any problems, the person designated will be contacted within 48-72 hours.

**I understand the above regulations and agree to abide by them.**

\_\_\_\_\_  
Person Responsible (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date