

GUIDELINES FOR USE OF ST. STEPHEN'S HALL

March 10, 2016

All who use St. Stephen's Hall are reminded that (1) we are a church and we represent the Lord Jesus Christ in our communities; (2) activities and events conducted here must be morally and ethically responsible; and (3) Canon Law and Church Annual/Council Meetings provide more details for guidelines and By Laws.

GUIDELINES

1. CLEAN UP! Every organization and/or person using the hall at any time is responsible for cleaning up after each such use; failure to do so will result in a janitorial charge of \$50.00.
2. ABSOLUTELY NO SMOKING!
3. NO ALCOHOL, ALCOHOLIC BEVERAGES OR NON-PRESCRIPTION DRUGS, WITH THE EXCEPTION OF WINE AT WEDDINGS &/OR RECEPTIONS WHEN THE NECESSARY LICENSE HAS BEEN OBTAINED.
4. ANYTHING BROKEN MUST BE PAID FOR BY THE PERSON RESPONSIBLE FOR THE DAMAGE.
5. NO FORM OF GAMBLING, SUCH AS CARD PLAYING OR BINGO, FOR EXAMPLE AND IN PARTICULAR, IS TO OCCUR ON THE PREMISES FOR THE PURPOSE OF RAISING MONEY.
THIS IS IN ACCORD WITH CANON 37:23: LOTTERIES, RAFFLES, GAMES OF CHANCE AND OR ENTERTAINMENTS AS A MEANS OF RAISING MONEY FOR FINANCING DIOCESAN OR PAROCHIAL NEEDS ARE ABSOLUTELY PROHIBITED!

FEE STRUCTURE

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| 1. Church organizations | no charge! |
| 2. Non-profit Organizations | \$25/week X 52 weeks or \$40/occasion for one-time or occasional use; eg., AA, TOPS, W.I.'s, Fire Fighters, etc. This includes use of the kitchen. |
| 3. Private use | |
| parishioners | \$20/occasion, including use of kitchen; eg., baby & bridal showers, anniversaries, wedding receptions, etc. |
| non-parishioners | \$75/occasion, including use of kitchen; eg., Fishermen's Assoc., political parties, etc., for parties, meetings, receptions, etc. |

BOOKINGS

1. Church use of the hall always takes priority over all other bookings.
2. All use of the hall is subject to the decision of the Rector & Wardens.
3. To book use of hall, contact Warden: Grafton Cole (888-8915); Jessie Adams (836-3368) or Patsy Adams (836-5233).