

## Holy Cross Church

### Welcome to Cleary Hall

We are glad that you are interested in using our hall. We are very proud of our facility, and want it to be a community resource for our area. In order to maintain it in good condition, to protect us and our diocese from liability, and to regulate its use, please read and observe our hall policies.

#### **Smoking**

Smoking is not permitted in any of the rooms of Cleary Hall or in any of our facilities including the entrance hall and bathrooms. All smoking must be done outside. Please dispose of all cigarette butts properly.

#### **Parking**

The rear access area to Cleary Hall is next to our rectory living quarters. To assure the privacy of the residents, parking for activities in the hall is in the parking lot in front **only** (between the church building and George Rd.). Parking on the access driveway or on the turn-around (behind the rectory) is **not** allowed. However, you can park in the back to do loading or unloading at the kitchen or hall doors, if it is before 10 pm or after 8 am.

#### **Set-Up & Clean-Up**

We are very proud of the appearance of our hall and want to keep it that way. The hall must be cleaned after each guest activity: sweep or mop, as needed. A broom, mop, and bucket are available in the kitchen. Please return them to the original storage and/or use area.

We are all aware of the costs of garbage disposal. Please take your garbage with you when you leave. We do not provide garbage tags. Clean and wipe tables, chairs and counters before you leave the premises. Of course, you are responsible for the cost of replacing equipment damaged or broken during your stay.

If classrooms are used, please put them back in the same arrangement as you found them, with the right tables and chairs in each room.

Please make sure all outside doors are shut and locked, as well as closing all inside doors. Classroom doors must be closed when not in use – they are on a different heating zone from the Hall. Please turn off all lights.  
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I have read and agree to the stipulations of the Hall use policy:

Name:

Organization:

Phone:

Date(s) of use:

**Insurance**

Insurance may be required for your event. Large events, events with general public invited, evening events, and events that involve alcohol typically require insurance. Inquire at the office for detailed insurance information. If your group has insurance, a certificate of insurance may be all that is necessary.

Insurance can be purchased from Gallagher Basset, our insurance company. Details and forms are available in the office.

**Cost**

Parishioners may use the hall for their small family events on a donation basis. The event may require purchase of insurance (see Insurance, above). Larger events, such as wedding receptions, and all non-parishioner events, require a fee of \$100 and the purchase of any necessary insurance.

**Long-term or Regular Use**

Community groups are welcome to apply to use the hall on a regular basis. A judgment will be made as to the practicality of the request. It must be understood that parish events will have priority. Proof of insurance is required for all groups using the hall. A fee structure would be negotiated for any long-term use: this may involve a fee, donation or compensating services arrangement.

**General**

We ask you to respect our worship space, hence access to Cleary Hall will be through the Office main entrance and the outside doors to the Hall only. Our worship space will not provide access to the hall, and is off limits for those using the hall, as is our Eucharistic Chapel. Our worship prevents use of the Hall on Saturdays, 4:00-7:00 pm and Sundays before noon.

Occupancy limit is 148 per Fire regulations.

03 May 2006