

INSTRUCTIONS FOR THE USE OF THE PARISH HALL

COLLAPSIBLE WALL

The Parish Hall is separated from Johnstone Hall by a collapsible wall. This wall is to remain intact unless you are renting both halls for your event. When renting both halls, please make arrangements with the office staff to have this wall folded prior to your event. Please do not attempt to open or close the folding wall, which requires a special tool and training.

TABLES AND CHAIRS

There are 10 eight foot tables and approximately 100 folding chairs stacked against the walls in the Parish Hall. These are available for use at your event. Please restack and/or replace them in the same order and location when you are finished with them. If additional tables or chairs are needed, arrangements may be made with the church office staff prior to your event.

TEMPERATURE

The thermostat for the Parish Hall is located on the wall to the right of the double entry doors. It is on a set program but the temperature setting may be adjusted by pressing either the UP or DOWN arrows on the thermostat to the desired temperature. The system should be set on either HEAT or COOL and the fan set to AUTO.

DECORATIONS

When decorating, please use masking tape and do not put tacks or nails into the collapsible wall. Any existing decorations in the hall should not be removed without first contacting the church office. Those removed should be replaced after the event. Please remove all decorations immediately following your event.

BULLETIN BOARDS

Please do not remove any information posted on the bulletin boards. If necessary, the boards may be covered with large pieces of paper during your event, and removed afterwards.

RESTROOMS

Restrooms are located through the double exit doors in Johnstone Hall. Please ensure the restroom lights are off when you leave the facility.

KITCHEN

There is a roll-up "fire wall" between the kitchen and the Parish Hall that may be lowered if desired. The handle for lowering or raising the wall is located behind the counter in the kitchen area.

CLEANUP

It is the renter's responsibility to leave the facility in the same condition as it was prior to the event. Please dispose of the trash from your event in the dumpster in the north driveway of the campus. Clean trash bags should be placed in the trash containers. A broom, dust pan and a mop for spills are available in the custodian's room off the kitchen. If you put up tables and chairs, please take them down when you are finished. If you removed any tables previously set up, please return them to their previous locations.

LOCKUP

At the conclusion of the event, it is the renter's responsibility to ensure that all lights are out and all doors locked. Any key borrowed for access to the buildings should be returned to the church office immediately following the event. Should the office be closed, place the key in the mail slot to the right of the office door. The Rector, or designee, reserves the right to recall a key from any individual or organization.