



ATTACHMENT TO SACRED HEART RENTAL AGREEMENT

GENERAL INFORMATION

- Supplies such as paper products, plastic utensils, napkins, coffee, and beverage drinks, sugar, creamer, salt, pepper, and sterno for chafing dishes shall be provided by renter.
- Set up is the responsibility of the party renting the facility, not SHC.
- Clean up must be done immediately after event.
- Thermostat may be adjusted as needed for event but prior to leaving set thermostat back to 63°
- Lock window, turn lights off, and lock door upon exiting.
- Drop off key at the rectory – place in mail box if no one is available.

CLEANING SUPPLIES

- Brooms, mops, toilet paper, cleaning supplies are in storage room

CLEANING REQUIREMENTS

- Kitchen and Hall to be swept and if necessary, mopped after use.
- Counters, table tops, and sinks shall be cleaned.
- Wet rags and towels should be piled in sink or on counter – St. Ignatius will launder towels.
- Please use cutting boards - Do not cut on counters or stainless steel tables.
- Refrigerators should be cleaned (wiped inside and out) & please remove food from refrigerators or freezers.
- Stoves should be cleaned – make sure all knobs are in off position and that the pilot lights are lit.
- All dishwashers to be emptied and cleaned, if used.
- All beverage containers (coffee pots, coolers, etc.) cleaned and put away. (Please do not put lids on water coolers if they have not dried completely).
- All utensils and pans cleaned and put away.
- Chafing dishes, coffee pots, coolers, etc. should be cleaned and put away, if used.
- Garbage cans to be emptied and new bags placed in cans. All trash should be taken to the dumpster after function.
- Restrooms – empty trash, flush toilets and check feminine trash containers.
- Tables and chairs to be cleaned and chairs folded and put back on top of tables (6 chairs per table/2 high).
- If kitchen facility is not used, the main hall should be swept (mopped if necessary), tables wiped and put back to original position, chairs placed on table and all trash taken to the dumpster and place new trash bags.

Your clean-up deposit will be refunded after inspection of the Hall (Usually within 3-5 days)

**UNDER NO CIRCUMSTANCES IS ANYTHING TO BE REMOVED FROM THE HALL.
ANY THEFT, LOSS OR DAMAGE TO EQUIPMENT OR HALL WILL BE DEDUCTED FROM THE DEPOSIT AND/OR
CHARGED TO THE RENTER AND FUTURE USE OF FACILITY MAY BE REFUSED.**

Sacred Heart Church reserves the right to refuse use of the Hall if the event is not deemed appropriate.

Initials